

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Client Finance Officer</b>
<b>Location</b>	Head Office / Deakin
<b>Agreement/Award</b>	Karralika Programs Single Enterprise Agreement 2011-2013
<b>Classification</b>	Level 2, Paypoint 5/6 (\$39.29 – \$40.30 per hour, negotiable)
<b>Contracted Hours</b>	Ongoing, part-time - 60.8 hours per fortnight
<b>Reports To</b>	Corporate Services Manager
<b>Responsible For</b>	No line management responsibilities

### Organisational Context

Karralika Programs Inc. has been operating quality alcohol and other drug treatment programs since the establishment of the Karralika Therapeutic Community Program in 1978.

Our organisation delivers high quality, client-centred and responsive alcohol and other drug treatment support services through a mix of residential programs, educational programs and community-based services.

Our vision is to empower change and create new futures for optimal quality of life.

Our mission is to provide specialist end-to-end drug and alcohol services to support the needs of individuals, families, and communities.

Our approach to recovery is multidimensional, supporting our clients to learn about themselves behaviourally, cognitively, and emotionally to achieve and sustain positive living. Recovery is an active process of discovery where clients develop a sense of: hope, meaning and purpose for life, community and belonging; and positive identity and pride.

We see the potential in every individual – employees, clients and stakeholders and seek to consult and engage individuals in all aspects of our operations. We actively empower and enable individuals to advise, co-design and refine services, programs, and operations so their fullest potential might be realised.

We value trust and integrity, respect and dignity, quality and accountability, agility and responsiveness, leadership and courage, collaboration, and support.



## Role Description

The Finance Officer role is a part-time position in the Corporate Services team, who deliver high quality services to the organisation including Finance and Payroll, IT, HR, and administrative support. The aim of Corporate Services is to ensure that systems, policies and procedures, effective communications, training, and other supports are in place to support the provision of high quality and effective service to meet the organisations goals, objectives, and service delivery standards.

The role is responsible for a range of accounting, administrative and house-keeping tasks, with the primary focus on maintaining the organisation’s Trust account including processing Centrelink payments and managing client expenditure.

In addition, the responsibilities of the role include but are not limited to:

- Preparing purchase invoices, receipting payments and liaising with relevant staff regarding purchase orders for client finance related queries;
- Preparing and processing client finance related payment runs and liaising with suppliers;
- Reconciliation of client cards, trust and float bank accounts and balance sheet; and
- Fortnightly and monthly reporting.

We strive to make continuous improvements in how we work, and your skills and experience will help to streamline our finance systems and processes.

Functional Responsibilities	
<b>Technical</b>	<ul style="list-style-type: none"> <li>• Accounts payable – preparing and processing payments, maintain payables ageing, and liaison with suppliers.</li> <li>• Accounts receivable – preparing invoices, receipting payments, maintain ageing and liaise with clients, private fee-for-service and other funders.</li> <li>• Client funds management – process client expenditure and Centrelink transactions, liaise with Centrelink contact as required and reporting of individual client balances and debt management relating to work development orders (WDOs).</li> <li>• Reconciliation of client cards, trust and float bank accounts and balance sheet.</li> <li>• Weekly and ongoing face-to-face meetings with clients in program to assist them with personal finance related matters.</li> <li>• Fortnightly and monthly reporting.</li> <li>• Liaison with the organisation’s Executive and Management Team to support the annual audit.</li> <li>• Support preparation of annual budget, mid-cycle forecast and fee review.</li> <li>• Support other functions within the finance team, as required to meet the needs of the organisation and/or periods of absences.</li> <li>• Maintain professional knowledge and continue to develop knowledge and expertise in relation to professional skills and professional regulatory requirements.</li> </ul>
<b>Strategic Leadership and Management</b>	<ul style="list-style-type: none"> <li>• Understand and promote the vision and mission of Karralika Programs Inc. and represent the organisation effectively through various forums and activities.</li> <li>• Contribute to the strategic directions and broader organisational policies and objectives of Karralika Programs Inc. via consultative forums, sharing information and ideas to enhance the strategic direction of the organisation and to foster good governance and corporate systems.</li> </ul>

	<ul style="list-style-type: none"> <li>Support the continued sustainability of the organisation through encouraging evidence-based innovation, quality service delivery, operational effectiveness, and accountability.</li> <li>Contribute to and coordinate the implementation of identified corporate and operational activities of the organisation's strategic plan.</li> <li>Promote, encourage innovation, and contribute to innovation systems across the organisation.</li> </ul>	
<b>Service Delivery and Program Management</b>	<ul style="list-style-type: none"> <li>Contribute to projects linked to the quality improvement plan and organisational responses to corporate needs within accreditation.</li> <li>Provide input into the development, implementation and evaluation of projects and programs as required.</li> <li>Provide input and data analysis into project and performance reports to funders and the organisational Quality Improvement Plan.</li> <li>Contribute to development of submissions and tender applications.</li> <li>Understand, respond, and resolve enquiries.</li> <li>Complete necessary data collection and reporting.</li> <li>Assist with data gathering activities to obtain feedback.</li> <li>Record and pass on feedback to relevant channels.</li> <li>Draft correspondence using agreed formats and structured guidelines.</li> <li>Carry out general office and driving duties.</li> </ul>	
<b>Human Resource Management</b>	<ul style="list-style-type: none"> <li>Follow/comply with Code of Conduct and Ethics and other organisational policies and procedures.</li> <li>Undertake activities to develop knowledge and expertise in relation to professional skills.</li> <li>Complete HR forms/reports.</li> <li>Participate in staff meetings, committee meetings.</li> <li>Contribute to the delivery of training programs including staff orientation on finance related functions.</li> </ul>	
<b>Corporate Governance and Compliance</b>	<ul style="list-style-type: none"> <li>Participate in, support and aid implementation of corporate services and business system improvements in line with good governance and best practice.</li> <li>Promote best practice approaches in corporate governance including understanding and developing systems to comply with legal and regulatory requirements regarding financial management.</li> <li>Comply with Karralika Programs Inc. Work Health and Safety policy.</li> <li>Under direction, coordinate information for quality audits.</li> <li>Participate in activities supporting continuous quality improvement.</li> </ul>	
<b>Qualifications, certifications and/or security clearance</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>Completion (or final year) of a bachelor's degree in finance/accounting at an accredited college or university; or TAFE Certificate/Diploma in bookkeeping or accounting.</li> <li>A minimum of 3 years work experience.</li> <li>Working With Vulnerable People clearance, or ability to obtain one.</li> <li>Driver's Licence.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>Membership of a recognised professional body or progress towards such membership.</li> </ul>
<b>Core skills and knowledge required for role</b>	<b>Skills</b>	<b>Knowledge</b> <ul style="list-style-type: none"> <li>Knowledge of Australian Accounting Standards.</li> </ul>



	<ul style="list-style-type: none"><li>• Understanding and experience of financial procedures and accounts processing.</li><li>• Experience with financial accounting and reporting packages (in particular, Xero, Lightyear, Calxa, Key pay) or ability to develop skills quickly and efficiently.</li><li>• Excellent levels of IT literacy in particular Microsoft Excel, as well as Word and Access.,</li><li>• Demonstrated accuracy in record keeping and high attention to detail.</li><li>• Friendly and approachable manner, with empathy for persons who are facing personal hardship.</li><li>• Communicates clearly and professionally in written and oral forms to both internal and external clients.</li><li>• Proven ability to co-ordinate tasks and effective time management.</li><li>• Ability to work effectively and flexibly within a team environment.</li><li>• Ability to take the initiative and problem solve.</li></ul>	<ul style="list-style-type: none"><li>• Financial Management.</li><li>• Knowledge of Karralika Programs corporate policies and procedures.</li><li>• Understanding of Work Health and Safety requirements.</li><li>• Knowledge and experience in working with Centrelink.</li></ul>
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**Individual Work Plan**

You will be supported in your role with an individual annual Work Plan that includes your key objectives for the year, performance indicators, targets, and outcomes. The Work Plan includes a statement of team values and expected behaviours, and documents individual training, learning and development priorities. Annual performance appraisals are undertaken in June/July each year.