

POSITION DESCRIPTION

Position Title	Finance Officer
Location	Corporate Office / Deakin (ACT)
Agreement/Award	Karralika Programs Single Enterprise Agreement 2011-2013
Classification	Level 2, Paypoint 5-7 (\$44.86 – \$50.02 per hour)
Contracted Hours	Ongoing (part-time)
Reports To	Financial Controller
Responsible For	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 has a justifiable reputation for the delivery of high quality, client-centered and responsive alcohol and other drug treatment support services through a mix of residential programs, educational programs and community based services.

Our vision is “People living better lives”.

Our purpose is to “deliver excellent services, valued by our clients” across the spectrum of drug and alcohol treatment, supporting the needs of individuals, families and communities.

Our approach to recovery and healing 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 are committed to providing an inclusive, safe and engaging workplace for our staff, students, volunteers and people accessing our services. We respect people’s identity, and actively promote connection to community, history and sense of self

We actively empower and enable individuals to advise, co-design and refine services, programs and operations so their fullest potential might be realised. 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 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 position within the Corporate Services team, delivering high quality financial services to the organisation. The Corporate Services team supports the organisation with Finance and Payroll, ICT, HR, Fleet management, communications 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.

This role is responsible for a range of accounting tasks. These include preparing and processing accounts payable and receivable, supporting fortnightly payroll runs, conducting reconciliations, assisting with month-end and year-end processes, and providing accurate financial reporting. The role also includes responsibilities related to managing client trust accounts, maintaining clear records of client financial activity, liaising with Centrelink and Services Australia, and supporting program staff in client financial matters.

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	
Technical	<p>Responsibilities for organisational financial functions include:</p> <ul style="list-style-type: none"> • Bank and card reconciliations, payment process run • Support payroll • Undertake accounts payable (AP) and accounts receivable (AR), ensuring timely payments and collections • Financial information analysis and reporting requirements • General financial month and year-end tasks • Support data collection, entry and record keeping <p>Responsibilities for Client Finance include:</p> <ul style="list-style-type: none"> • Manage client trust accounts, including reconciliation, fortnightly and monthly reporting and collections. • Liaise with Centrelink as a nominee, process Centrepay deductions, and support Work Development Orders. • Conduct in person and online client meetings to assist with financial literacy and expenditure decisions. • Maintain accurate records for all client-related financial transactions, including debit cards, trust account. • Liaising with the case management team and assisting with enquiries from clients.
Strategic Leadership and Management	<ul style="list-style-type: none"> • Understand and promote the vision and mission of Karralika Programs Inc. and represent the organisation effectively through various forums and activities. • 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. • Support the continued sustainability of the organisation through encouraging evidence-based innovation, quality service delivery, operational effectiveness, and accountability.

	<ul style="list-style-type: none"> • Contribute to and coordinate the implementation of identified corporate and operational activities of the organisation's strategic plan. • Promote, encourage innovation, and contribute to innovation systems across the organisation. 				
Service Delivery and Program Management	<ul style="list-style-type: none"> • Contribute to projects linked to the quality improvement plan and organisational responses to corporate needs within accreditation. • Provide input into the development, implementation and evaluation of projects and programs as required. • Provide input and data analysis into project and performance reports to funders and the organisational Quality Improvement Plan. • Contribute to development of submissions and tender applications. • Understand, respond, and resolve enquiries. • Complete necessary data collection and reporting. • Assist with data gathering activities to obtain feedback. • Record and pass on feedback to relevant channels. • Draft correspondence using agreed formats and structured guidelines. • Carry out general office and driving duties. 				
Human Resource Management	<ul style="list-style-type: none"> • Follow/comply with Code of Conduct and Ethics and other organisational policies and procedures. • Undertake activities to develop knowledge and expertise in relation to professional skills. • Complete HR forms/reports. • Participate in staff meetings, committee meetings. • Contribute to the delivery of training programs including staff orientation on finance related functions. 				
Corporate Governance and Compliance	<ul style="list-style-type: none"> • Participate in, support and aid implementation of corporate services and business system improvements in line with good governance and best practice. • Promote best practice approaches in corporate governance including understanding and developing systems to comply with legal and regulatory requirements regarding financial management. • Comply with Karralika Programs Inc. Work Health and Safety policy. • Under direction, coordinate information for quality audits. • Participate in activities supporting continuous quality improvement. 				
Qualifications, certifications and/or security clearance	<table border="1"> <thead> <tr> <th>Essential</th><th>Desirable</th></tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Completion of a Certificate IV, Diploma, or bachelor's degree in accounting or bookkeeping. • Minimum of 3 years' accounting/financial experience in a similar role, preferably within the community services, not for profit or aged care sectors. • Working With Vulnerable People clearance, or ability to obtain one. • Driver's Licence. </td><td> <ul style="list-style-type: none"> • Experience in a community services, health, or not-for-profit organisation. • Familiarity with Centrelink systems, Centrepay, and Work Development Orders (WDOs). • Experience working with trust accounts or handling client funds. </td></tr> </tbody> </table>	Essential	Desirable	<ul style="list-style-type: none"> • Completion of a Certificate IV, Diploma, or bachelor's degree in accounting or bookkeeping. • Minimum of 3 years' accounting/financial experience in a similar role, preferably within the community services, not for profit or aged care sectors. • Working With Vulnerable People clearance, or ability to obtain one. • Driver's Licence. 	<ul style="list-style-type: none"> • Experience in a community services, health, or not-for-profit organisation. • Familiarity with Centrelink systems, Centrepay, and Work Development Orders (WDOs). • Experience working with trust accounts or handling client funds.
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Core skills and knowledge required for role	Skills <ul style="list-style-type: none"> • Strong numerical and data entry accuracy, with high attention to detail. • Ability to manage multiple tasks and deadlines with efficiency and consistency. • Clear and professional verbal and written communication skills, with the ability to explain financial matters to both staff and clients. • Strong interpersonal skills and a client-centred approach, particularly when supporting vulnerable individuals. • Proficient in using financial systems and tools (e.g. Xero, Excel, Lightyear), or ability to quickly learn new platforms. 	Knowledge <ul style="list-style-type: none"> • Understanding of basic accounting principles, financial transactions, and reconciliation processes. • Familiarity with trust account management and client expenditure tracking (or willingness to learn). • Awareness of Centrelink systems and Work Development Order (WDO) processes. • Working knowledge of accounts payable and receivable cycles. • Awareness of financial compliance and audit requirements in a not-for-profit or government-funded context. • Understanding of privacy, confidentiality, and data security principles. • Basic understanding of Work Health and Safety (WHS) requirements in a workplace setting.
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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.