Job Package

Finance Officer

Pathfinders

Pathfinders is a large community-based organisation providing, Family Referral Services, Supported Accommodation and Homelessness services, Family and Youth Support services, Disability services and Out of Home Care services, including Foster Care. Services are located across the New England North West Tablelands and Hunter Regions and Family Referral Services in the Mid North Coast Regions of NSW. Pathfinders' vision is that all children, young people and their families will have a home where they feel they belong, are free from abuse and neglect, are able to achieve their full potential and are supported by appropriate and timely community services.

Role of the Finance Officer

The Finance Officer's primary role is to ensure the efficient and effective processing of the organisation's payroll and administration of applicable payroll and salary packaging functions and systems in accordance with legislative requirements and approved policies, programs and procedures. The Finance Officer will also provide other support services within the Finance Department.

Essential Criteria

- Diploma/Certificate or enrolment of relevant payroll management qualifications and/or demonstrated experience in a similar role within a medium to large enterprise
- Knowledge of relevant industrial relations, taxation, workers compensation insurance, superannuation and other relevant federal and state legislation
- The ability to correctly read and understand Modern Awards
- Knowledge of basic accounting principles.
- Proven analytical skills coupled with high accuracy and attention to detail

- Well-developed communication, negotiation and people skills for liaising with staff, debtors, creditors and external bodies
- High level organisational skills with high degree of drive, initiative, outcome orientation, and the capacity to deal with multiple and often conflicting priorities
- Adaptability and flexibility to accommodate change and provide responsive services to meet organisation's needs
- Self-motivated, creative and enthusiastic approach
- Advanced computing skills and knowledge of financial reporting/payroll packages
- Prior experience in a not-for-profit setting
- A commitment to the vision, values and objectives of Pathfinders Ltd.
- Possess a current unencumbered NSW driver's licence
- Possess a current Working with Children Check
- Possess a current National Police Check

Inquiries

Position Enquiries – Trish Parker, Manager Corporate Services on 0437 695 129 or email: hrpathfinders.ngo

Guide for applicants

Pathfinders observe EEO principles when selecting and recruiting staff. Positions are offered based on merit, that is, the applicant considered to be the most capable of doing the job is selected.

Qualifications, experience, skills, standard of work, and personal qualities relevant to the position advertised are considered when making the decision.

How to apply

Applicants MUST follow these steps to be considered for the position.

1. Prepare a typed application which includes:

    - A statement against each of the essential and desirable selection criteria for the position, giving examples to demonstrate how you meet them.
    - A current resume detailing your relevant skills and experience.
    - A photocopy of your relevant academic qualifications.
    - The names and phone numbers of two current work related Referees (at least one referee should be a recent supervisor).

2. Please email applications to hr@pathfinders.ngo

Interview

If you are selected for an interview, you will be contacted by telephone. If you need wheelchair access, an interpreter because you are hearing impaired, or have any other requirements, please advise so we can make appropriate arrangements.

Interviews are conducted by a selection panel.

Only questions related to the requirements of the position will be asked.

Position Description

Finance Officer

Position Title:	Finance Officer 1
Responsible to:	Operations Manager – Finance
Program:	Finance
Supervises:	Nil
Position Status:	Permanent Full Time
Location:	Armidale
Salary:	SCHADS Award Level 5.1
Hours:	38 hours per week (negotiatable)

Purpose of Position

The Finance Officer's primary role is to ensure the efficient and effective processing of the organisation's payroll and administration of applicable payroll and salary packaging functions and systems in accordance with legislative requirements and approved policies, programs and procedures.

The Finance Officer also assists with the invoicing of Fee for Service work completed by the organisation.

The Finance Officer will also provide other support services within the Finance Department.

Reporting Relationship and Accountabilities

The Finance Officer will:

- Adhere to the Position Description for the Finance Officer, Staff Code of Conduct and Policies and Procedures of Pathfinders Ltd.
- Participate in the performance appraisal process.

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Specific Tasks and Responsibilities

Payroll Administration:

- Ensure timely and accurate processing of the fortnightly payroll for all staff in accordance with current Enterprise Agreements, contracts and company policies and procedures
- Respond to and resolve all payroll enquiries in an accurate, courteous, confidential and timely manner
- Ensure all relevant supporting documentation is included with timesheets
- Ensure the integrity of payroll data entry
- Calculate and process payroll adjustments and manual payments
- Process Payroll EFT payment files
- Print and validate costing, leave and deductions reports
- Process fortnightly PAYG, Child Support, and other payroll related payments as required, Superannuation, TFN Declaration uploads
- Maintain employee records/personnel files on payroll related matters
- Assist with year-end processing including income statement confirmation
- Administer the fortnightly salary packaging maintenance and processing Undertake FBT year-end processing for Salary Packaging
- Assist with the compilation of statistics and reports for analysis and reporting purposes
- Maintain an up-to-date knowledge of current Enterprise Agreements and legislation affecting the payroll function
- Complete statutory and other reports for WorkCover, Australian Bureau of Statistics employments reports and Superannuation returns as required

Finance Department Support:

- Processing of fee for services invoices and other revenue as required. This will specifically include invoicing to DCJ, NDIS as well as other general invoices.
- Processing of accounts payable transactions (including payments to Carer's) if required
- Mail collection and banking
- Carry out any other reasonable tasks as directed.

Human Resource Support:

- Process employee commencements, terminations and change of details requests in the payroll system
- Preparation of reports and staff statistics (staff turnover, sick leave, service stats, etc.) as required

Operational Support:

- Assist with testing and maintenance of systems for upgrades
- Participate in operational and ad-hoc projects as required
- Any other duties as requested by Management

Organisational Responsibilities:

- Be familiar with Pathfinders Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Pathfinders equal opportunity, harassment and bullying principles by treating fellow workers and clients fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Pathfinders to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

Work Health and Safety (WHS)

- All staff have a duty of care and a legal obligation to ensure that they:
    - Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
    - Comply with the WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
    - Attend and actively participate in WHS and other mandatory training

- Monitor workplace conditions and report:
    - Ideas which may improve health and safety
    - Any work related or personal injury or illness (where it may affect their ability to work safely)
    - Any work-related incident they witness, including bullying and harassment
    - Hazards and incidents including any malfunction or inadequacies of equipment.
- Correct minor hazards as applicable.
- All staff are encouraged to be proactive and participate in activities and programs designed to improve health and safety.

Professional Development

- Pursue ongoing personal and professional development to enhance your contribution to the organisation.

Industrial Relations

- To be aware of the relevant Awards and conditions.

Personal Attributes and Qualities:

To be highly effective in this role you will need to identify with the following personal qualities"

- Thrives on helping others
- Genuinely listens and takes time to understand the real message
- Possesses the ability to empathise and show compassion Steadfastly maintains confidentiality even under pressure
- Rapidly builds and maintains strong collaborative, partnering relationships
- Always presents professionally in dress, appearance and communication Actively searches out new technologies, processes, techniques and service ideas Problem solver and logical thinker
- Able to prioritise and deal effectively with multiple conflicting priorities Sets high standards for quality
- Adapts willingly to change, viewing it as a learning opportunity Tirelessly determined to complete tasks and see them through

Pathfinders - Purpose and Goals

Pathfinder's vision is that all Children, Young People and their Families have a home and family where they feel they belong, are free from abuse, neglect, discrimination and inequality and are able to achieve and contribute to their full potential in Australian society.

The challenge and vision Pathfinders has for our Families, Children and Young People is to provide them with opportunities to build strong and permanent relationships and be cared for in ways which build and expand their personal skills and life opportunities.

Pathfinders Vision

Thriving communities, in which all fully participate and develop freely through mutual trust and acceptance.

Pathfinders Mission

To empower people to live with hope and equal opportunity to achieve their potential.

Pathfinders Principles of Service

The following principles guide our provision of services to children, young people and their families: -

- Our practice will reflect the rights of children, young people and their families to social justice, economic and social equality and self-determination and to be free from discrimination based on religion, gender, race, sexuality or disability
- Quality service provision based on equity and need
- Community based, collaborative approaches to the provision of services
- Individualised, flexible case planning using a strengths based intervention model that ensures the safety, emotional security and connectedness of our clients
- Culturally appropriate interactions with families and children are paramount
- Participation of our clients and stakeholders in the process of service delivery and planning
- Continuous service development and quality improvement through ongoing evaluation and review

Pathfinders across the New England, North West Tablelands, Hunter and Mid North Coast

Pathfinders is now located in offices across the New England, North West Tablelands and Hunter Regions at Moree, Inverell, Glen Innes, Tamworth, Muswellbrook and Armidale and the Mid North Coast at Kempsey, Taree, Port Macquarie and Coffs Harbour.

Our services continue to grow with our organisation now supporting children, young people and their families with supported accommodation services, family support services, juvenile justice, youth work, child protection, family referral services and Out of Home Care services.

Pathfinders programs and services include: -

- Youth social, recreational and vocational programs
- Family referral services to ensure assistance gets to families and their children when they need it
- Information and referral assistance to link client with appropriate support agencies
- Refuge and supported accommodation services to young people
- Full time residential support for young people in out of home care
- Juvenile justice support services to assist young people to reintegrate into our communities
- Child projection and family referral services
- Field placement and training for local TAFE and University students seeking employment in human services
- Provision of residential out of home care services, foster care support programs and foster care programs for children and young people under the guardianship of the Minister for Community Services
- Provision of family preservation services, supervised contact, therapeutic camps/activities and after care services to vulnerable children, young people and their families

I acknowledge and have read and understood my responsibilities associated with this Job Description.

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Employee Signature **Date**