



Finance & Resources Department

Job Package

Finance & Resources

Revenue Accountant

Pathfinders

Pathfinders is a large community-based organisation providing Supported Accommodation and Homelessness services, Family and Youth Support services, National Aboriginal Birth Certificate program, Client Support Services and Out of Home Care services. Pathfinders' services are located across the Mid North Coast, New England and North West Tablelands of New South Wales including Armidale, Inverell, Glen Innes, Tamworth, Taree, Kempsey, Port Macquarie, Coffs Harbour and Moree. Pathfinders' vision is that all children, young people and their families will 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.

The Sanctuary Model

Sanctuary is an organisational framework that ensures that our culture and practices are guided by Trauma-informed principles. Sanctuary goes beyond providing a set of tools and techniques – it is a culture shift to address the effects of trauma at every level.

Pathfinders have made a commitment to embed the accredited and widely adopted Sanctuary model into every aspect of our organisation.

Role of the Revenue Accountant

The Revenue Accountant will work with the National Director Finance & Resources (NDFR) to provide a compliant and efficient finance function to internal and external clients. They will also assist the greater finance team to ensure the accuracy of the Company's revenue including contract and fee for service income. They will also be required to provide support to the payroll function of the company as required.

Selection Criteria

Essential Criteria:

- A degree qualification in accounting, finance, economics or business with a minimum of 2 years relevant experience
- Excellent analytical and communication skills
- Excellent organisational skills with flexibility to prioritise a range of competing demands
- Demonstrated experience working autonomously and with a high degree of initiative and integrity
- Knowledge of relevant industrial relations, taxation, workers compensation insurance, superannuation and other relevant federal and state legislation
- Highly developed interpersonal skills with a capacity to build rapport and manage relationships with a diverse range of people, using a collaborative approach to engage others and obtain new initiatives and directions
- A strong understanding of financial processes within Not-for-Profit Organisations.
- Current NSW Working with Children Check and Criminal History Check (to be provided prior to Appointment)

Desirable Criteria:

- CPA or CA qualifications
- Knowledge and understanding of the SCHADS Award

Conditions

This position is identified as child related employment and prohibited persons under the Child Protection Act 2012 are not eligible to apply. The successful applicant will be required to provide a current Working with Children's check number and a National Criminal History Check.

Enquiries

Application Enquiries – To Corporate Services at hr@pathfinders.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.

Pathfinders encourage applications from people who identify as Aboriginal and/or Torres Strait Islander descent.

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.

- 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 recent work-related Referees (at least one referee should be a recent supervisor, if possible)
- Please email applications to hr@pathfinders.ngo

Interview

If you are selected for an interview, you will be contacted by telephone or email. 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.



Finance & Resources Department

Position Description

Revenue Accountant

Position Title	Revenue Accountant
Responsible To	National Director Finance & Resources
Position Status	Permanent Full Time
Pay Level	SCHADS Award Level 7.1
Location	Armidale

Purpose of position

The Revenue Accountant will:

- Assist the National Director Finance & Resources to provide a compliant and efficient finance function to internal and external clients.
- Assist the National Director Finance & Resources and the greater finance team to ensure the accuracy of the Company's revenue including contract and fee for service income.
- Assist with monthly financial reporting
- Have knowledge to support the payroll function if and when required
- Adhere to the job description of Revenue Accountant and the Staff Code of Conduct

Specific tasks and responsibilities

Operational Responsibilities

- Invoicing of fee for service income monthly and ad hoc
- Supporting the Finance Officer in additional fee for service invoicing including NDIS revenue
- Recognition of grant funding in line with the requirements of funding agreements
- Maintaining accurate reporting for grants received and unspent grant funding
- Preparation and management of monthly general ledger reconciliations linked to payroll and revenue streams
- Assist in the completion of the Finance month end and year end processes
- Support finance team members to carry out their roles as required
- Provide support to the finance officer performing the payroll function including support to legislative requirements and award interpretation
- Ensure the effective management and implementation of Pathfinders' corporate management strategies within the Finance Department including the meeting of legislative requirements and the priorities of the Pathfinders strategic plan
- Ensure compliance with relevant legislation associated with corporate areas of responsibility and define areas where additional compliance or audit advice is required

General responsibilities

- Contribute to a positive teamwork environment and participate as an effective member of the team, including the implementation of all required strategies as per Pathfinders policies and procedures
- Ensure all paperwork, file notes and other records are kept up to date, including inputting information into the required databases
- Carry out any other reasonable tasks as directed
- Support and promote the work of Pathfinders, maintaining a positive image of the organisation in accordance with level of position
- Comply with all Pathfinders policy, code of conduct, procedures and practices, external funding body requirements and legislation
- Apply and uphold principles of equity and anti-discrimination in the workplace and adhere to organisational and legislative Work Health & Safety requirements

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.

Pathfinders Vision

The Pathfinders vision is to develop thriving communities in which all people can fully participate and develop freely through mutual trust and acceptance. We see this being achieved through collaborative strategies and best practices, a strong and respectful workforce, and advancing bold and progressive ideas and policies.

Pathfinders Mission

Our mission is to empower people to live with hope and equal opportunity to reach their potential. We provide hope through purpose and passion; generously sharing our expertise, knowledge and resources to make a transformative difference. We create equal opportunity by facilitating access to education, employment and safe housing; breaking down barriers that are obstacles to growth and independence.

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 and Mid North Coast

Pathfinders is now located in offices across the New England and North West Tablelands at Moree, Inverell, Glen Innes, Tamworth 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 and youth support services, juvenile justice, youth work, child protection, 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 support for young people in out of home care
- Juvenile justice support services to assist young people to reintegrate into our communities
- Child protection and family referral services
- Field placement and training for local TAFE and University students seeking employment in human services
- Provision of 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

Employee Signature

Date