



Durri Aboriginal Corporation Medical Service
Servicing the Macleay and Nambucca Valleys
ABN 52 730 046 875 ICN 27

With Compliments

Position Application Package

Position Name: Administration - Finance Officer

Position No (If applicable): N/A

Contact Name: Kayla Bennett phone: 0427011162

or

Mary Edwards phone: (02) 65602360



Durri Aboriginal Corporation Medical Service
15-19 York Lane
KEMPSEY NSW 2440
T: (02) 6560 2300
F: (02) 6562 7069



Darrimba Maarra Health Outpost
PO Box 131
13/42 Bowra St
Nambucca Heads NSW 2448
T: (02) 6598 6800
F: (02) 6598 6833

All written communications to be addressed to CEO:
PO Box 136
Kempsey NSW 2440

General Conditions of Employment

Position:	Administration - Finance Officer
Position No (If applicable):	N/A
Award:	ACCHS 2010
Classification:	Admin - Grade 5 - Level 1-3
Salary:	\$70,523.44 to \$73,487.44 per annum
Award entitlements:	ACCHS 2010
For Identified positions:	Pursuant to Section 14 of the Anti-Discrimination Act 1977(NSW) Australian Aboriginality is a genuine occupational qualification for this position. Must provide Proof of Aboriginality from Local Land Council or Elders.
Benefits:	9.5% superannuation; salary sacrifice; training and development; employee assistance program; uniform supplied by employer.
Employment clearances:	Selection criteria - see page 10.
Application:	Email to: hr@durri.org.au
Or post marked confidential to:	Application Human Resources Durri Aboriginal Corporation Medical Service PO Box 136 Kempsey NSW 2440
Closing Date:	11 September 2020 at 5.00 pm

Information for Applicants

Thank-you for enquiring about a position advertised by Durri Aboriginal Corporation Medical Service. Durri is an equal opportunity employer and applies merit based selection techniques.

For over 40 years, Durri Aboriginal Corporation Medical Service has provided essential and culturally appropriate health care to Aboriginal people located in Kempsey, Nambucca Heads and its surrounding communities.

The following links showcase the regions around the organisation: <http://macleayvalleycoast.com.au/>
<http://www.nambuccatourism.com.au/>

Please read the following information carefully, as it will help you to understand the selection process and to prepare your application.

Selection is based on the assessment of each applicant in relation to the requirements of the job identified in the Position Description for the advertised vacancy as well as being a team player with developed interpersonal skills and having the ability to work in an open, friendly and professional environment.

The selection criteria consists of skills, knowledge and abilities required to successfully undertake the position as detailed in the position description.

The first stage of the selection process is based on your written application. The applicants who Durri considers best demonstrate their capacity to meet the criteria will be short-listed for interview.

Your application represents you, therefore it is vital that it is well organised and provides all the required information. The following is a guide to assist you in preparing your application. The application should consist of five parts:

1. Completed position application form - see page 5.

2. Covering letter

A covering letter not exceeding one page is required.

3. Resume

Your resume should provide details on your education qualifications, work history, special skills or qualifications, training details and referees, plus any other information which may assist your claim for the position you seek. Be clear and informative. Include names, position titles, addresses and telephone numbers of two (2) referees (current addresses and telephone contact numbers).

4. Selection criteria - see page 10.

Each statement should concisely and adequately illustrate how you meet the criteria. Try to provide evidence of your work with examples. You can also include transferable knowledge, skills or ability in areas relevant to the requirements of the job, which you have developed outside the workplace as evidence of your capability to meet the selection criteria.

Give complete and relevant information. Your application is a tool to sell your skills and abilities and is the first stage of the selection process. It should be well presented and supply as much detail as necessary to fully explain your capabilities and experience.

Do not simply state that you meet the requirements of the job. Give examples which demonstrate how you meet each criteria.

If you do not address each selection criteria your application will not be considered.

5. Supporting information

Send supporting information with your Position Application form with evidence of your qualifications that you have included on your resume; referee names with current address and telephone numbers; current police check; working with children check and confirmation of Aboriginality for identified positions.

Late Applications

Late applications will not be considered for interviews.

Interview

Should you be invited to attend an interview, it is important that you plan and prepare adequately. In some instances, telephone interviews can be arranged depending on circumstances.

The interview provides us the opportunity to confirm your qualification, knowledge, experience and personal qualities against the needs of the position. It also provides you the opportunity to find out more about the position.

All interviews are conducted by a Selection Panel. The Selection Panel will ask you a number of questions to determine how well you meet the requirements of the job.

Bring any documents or examples of your work that you consider may assist with your application.

You will be notified of the results of your application.

Reference Check

Reference checks are used to supplement the final decision and may be conducted prior to, or after the interview.

Referees may be asked to provide information on your past employment and work performance, relevant to the requirements of the job.

Should you have any objection to this action, your concerns should be raised with the Selection Panel so that alternative arrangements can be made.

Application Form

Full Name:

Address:

Email Address:

Contact Numbers:

Drivers Licence: Yes No

Drivers Licence Class:

Drivers Licence expiry date:

Do you identify as Aboriginal or Torres Strait Islander? Yes No

Do you identify as having a disability? Yes No

Are you an Australian citizen or permanent resident? Yes No

Do you have Working with Children check number? Yes If Yes provide WWCC No:
No If Yes provide Date of Birth:

Do you have a current Police check? Yes If Yes provide date:
No

Do you have evidence of Vaccinations? Yes No

Have you provided evidence of your Qualifications? Yes No

Where did you see this position advertised?

Referees	Referee 1	Referee 2
Name:		
Title:		
Organisation:		
Contact Details:		
Email Address:		

Position Description

Position Title: Administration Finance Officer	Business Unit: Operations															
Manager Reports To: Chief Operations Officer	Position Reports Direct To: Finance Officer															
Primary Objective:																
<p>This position is responsible for ensuring that Durri ACMS' creditors and employees are paid in an accurate and timely manner. The key objectives include:</p> <ul style="list-style-type: none"> i. Manage the Accounts Payable function ii. Manage the Payroll function iii. Manage day-to-day banking iv. Manage petty cash v. Complete reconciliations as follow: <ul style="list-style-type: none"> a. Accounts Payable b. Operating bank accounts c. Petty cash vi. Provide coverage in the absence of the Administration Trainee or Finance Officer vii. Provide assistance to the Admin Trainee to meet their training objectives (TAFE and internal finance and administration functions including travel management, administration, payroll and accounts payable) 																
Position Dimension & Decision Making Authority:	Key Communication Contacts:															
<p>Without referral to manager –</p> <ul style="list-style-type: none"> • Routine accounting and account management enquiries and decisions <p>After Consultation with manager –</p> <ul style="list-style-type: none"> • Actions outside policies and procedures <p>Referred to managers –</p> <ul style="list-style-type: none"> • Capital expenditure • Strategic direction • Budget setting 	<table border="1"> <thead> <tr> <th>Contact/Organisation</th> <th>Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>Chief Operating Officer</td> <td>As necessary</td> </tr> <tr> <td>Finance Officer</td> <td>Daily – direction and achievement of accountabilities</td> </tr> <tr> <td>Operations Coordinator</td> <td>As necessary – particularly in absence of Finance Officer</td> </tr> <tr> <td>Creditors</td> <td>As necessary – assist with enquiries regarding payment of creditor invoices</td> </tr> <tr> <td>All staff</td> <td>As directed – provide help and advice on general enquiries</td> </tr> <tr> <td>Administration Trainee</td> <td>Daily</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	Chief Operating Officer	As necessary	Finance Officer	Daily – direction and achievement of accountabilities	Operations Coordinator	As necessary – particularly in absence of Finance Officer	Creditors	As necessary – assist with enquiries regarding payment of creditor invoices	All staff	As directed – provide help and advice on general enquiries	Administration Trainee	Daily	
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Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Strategic Plan	<ul style="list-style-type: none"> Contribute to the development and implementation of Durri ACMS planning activities, in particular Finance and operations Team Plans 	<ul style="list-style-type: none"> Achievement of Business Plan objectives as they relate to Finance and Operations
2. Accounting	<ul style="list-style-type: none"> Monitor and assist with day-to-day cash flow requirements Manage the Accounts Payable function Manage the Payroll function Manage the Banking function Maintain all employee leave entitlements Provide assistance with managing corporate credit card(s) Calculate and prepare taxes and employee payments including GST and superannuation Maintain absolute confidentiality regarding the organisation's financial situation Complete end-of-month reconciliations including: <ul style="list-style-type: none"> Operating bank accounts Creditors Petty Cash PAYG Superannuation GST Assist the Finance Officer with tasks as required including <ul style="list-style-type: none"> Accounts receivable Reporting Asset accounting 	<ul style="list-style-type: none"> Feedback from colleagues All timelines met

Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
3. Teamwork and Collaboration	<ul style="list-style-type: none"> Collaborate with team members to ensure that the function is operating effectively and efficiently, while maintaining a harmonious team environment Ensure compliance with relevant WH&S legislation and report any issues identified in line with workplace policy Participate in professional development including self-directed learning and mandatory training Ensure that all communication is completed in a professional and polite manner Assist as required 	<ul style="list-style-type: none"> Mandatory training/development successfully completed Feedback from colleagues and clients
4. Compliance	<ul style="list-style-type: none"> Ensure that all accounting functions and activities comply with relevant legislative, regulatory, internal policy and procedure requirements and professional standards Maintain an up-to-date knowledge of accounting requirements relevant to the organisation 	<ul style="list-style-type: none"> Risk management Feedback from colleagues Feedback from auditors
5. Reporting	<ul style="list-style-type: none"> Assist as required in preparation of reports to meet organisational and statutory requirements 	<ul style="list-style-type: none"> Accuracy of reports Report completed within timeframes
6. Policy and Procedure	<ul style="list-style-type: none"> Assist development of Finance and Accounting policies and procedures to ensure that the finance and accounting functions demonstrating consistent practices and in line with strategic objectives 	<ul style="list-style-type: none"> Development of systems to provide consistent and high standards of compliance with policies and better practice including effective risk management

Key Challenges:	Person Specification:
<ul style="list-style-type: none"> • Meet the organisation's finance needs • Prioritising tasks • Managing employee and creditor expectations 	<p>Qualifications & Experience and Personal Attributes:</p> <ul style="list-style-type: none"> • Minimum five years' experience in bookkeeping/accounting • Demonstrated experience in computer-based accounting/payroll systems and Excel • Demonstrated ability to work flexibly within tight timeframes and in accordance with competing workload demands • Demonstrated ability to identify problems and recommend solutions • Demonstrated ability to build sound and respectful relationships within the team and organisation • Ability to identify and report WH&S hazards in a workplace environment • Ability to maintain confidentiality and to exercise tact, initiative and sound judgment • Ability to hold relevant security clearances including National Police Check and Working with Children clearance • Willingness to undertake on the job and formal training <p>Desirable:</p> <ul style="list-style-type: none"> • Qualifications in Administration or Finance • Current valid Driver's license, minimum of Class "C" or equivalent • Previous MYOB AccountRight and EXO Payroll experience <p>Core Competencies:</p> <ul style="list-style-type: none"> • Strong interpersonal skills • Strong problem solving ability • Strong numeracy skills and demonstrated attention to detail • Highly developed written and verbal communication skills • Strong ability to work flexibly within tight timeframes and in accordance with competing workload demands • Ability to build relationships within all levels of the organisation

Selection Criteria

Qualifications & Experience and Personal Attributes:

- Minimum five years' experience in bookkeeping/accounting
- Demonstrated experience in computer-based accounting/payroll systems and Excel
- Demonstrated ability to work flexibly within tight timeframes and in accordance with competing workload demands
- Demonstrated ability to identify problems and recommend solutions
- Demonstrated ability to build sound and respectful relationships within the team and organisation
- Ability to identify and report WH&S hazards in a workplace environment
- Ability to maintain confidentiality and to exercise tact, initiative and sound judgment
- Ability to hold relevant security clearances including National Police Check and Working with Children clearance
- Willingness to undertake on the job and formal training

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- Qualifications in Administration or Finance
- Current valid Driver's license, minimum of Class "C" or equivalent
- Previous MYOB AccountRight and EXO Payroll experience