



FINANCE OFFICER/Accountant

Reports To:	CEO	Industrial Instrument:	VPG Collective Agreement
Resources:	Work Computer	Tenure:	Permanent P/T up to 25hrs per week
Salary:	\$70-75,000 pro rata + 9.5% Super	Benefits:	Up to \$30,000 grossed up tax-free: salary sacrifice benefits
Base Location:	VPG has centres in Atherton, Mareeba, Cairns, Yarrabah & Innisfail. This role may work from a VPG centre or at a home office by negotiation. The CEO is based in Atherton and face-to-face meetings will occur in Atherton & Cairns.		

HOW TO APPLY

1. Complete Employment Application Form

Complete the attached Employment Application Form. Please notify your referees that you are applying for this position and ensure you have their consent to nominate them. It is the Applicant's responsibility to ensure all referee information provided is accurate and contact details are correct. A referee from your current or most recent line manager must be included.

2. Covering Letter (Maximum 1 pages)

Provide a covering letter outlining why you're interested in working for VPG and a general statement addressing the requirements.

3. Resume (Maximum 4 pages)

Provide a Resume which includes:

- Education
- Employment history (position, organisation, employment dates)
- Professional memberships
- Professional development (any other courses you have completed or are currently enrolled in)

4. Supporting Documentation

Provide supporting documentation which includes:

- Qualifications and academic transcripts
- Current Drivers License

5. Submit Application

Submit your application as a PDF comprising of:

- Employment Application Form
- Covering Letter
- Resume
- Supporting Documentation

Submit To: Angela Wienert
Executive Assistant
Vocational Partnerships Group Inc
Email: angela@vpginc.com.au



Position Applied For

PERSONAL DETAILS

Given Name		Surname	
Address			
Phone Number			
Email Address			

REFEREES

In order to make an informed decision on your suitability for the position, Vocational Partnerships Group Inc will require to speak to referees that you nominate. A referee is a person that can provide us with detail in respect to your work ethic, experience and competency. Please list two referees, including a line manager in your most recent position. We reserve the right to request an additional referee.

Name		Name	
Position		Position	
Organisation		Organisation	
Mobile Number		Mobile Number	
Email		Email	

EMPLOYMENT HEALTH DECLARATION

If you are successful in securing an interview with Vocational Partnerships Group Inc, you may be required to complete an Employment Health Declaration. The purpose of this declaration is to ensure you are fully able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your health or safety.

EMPLOYMENT REQUIREMENTS

Any appointment to a position within Vocational Partnerships Group Inc. is subject to the appointee demonstrating appropriate:

- Qualifications
- Current Valid Qld Drivers License
- Eligibility to obtain a clear Australian Federal Police Check
- Eligibility to obtain a working with children blue card
- Eligibility of working rights within Australia
- For Financial positions, verification that adherence to the Australian Government Qualified Personnel requirements can be met.

Vocational Partnerships Group Inc. has zero tolerance for abuse. All employees have a responsibility for promoting and safeguarding the wellbeing of young people that they are responsible for or come into contact with.

EMPLOYMENT COLLECTION NOTICE



In submitting this application for employment, you agree that you will not seek access to references provided by third parties or to confidential notes or reports made by us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position.

In applying for this position and submitting your application for employment you will be providing Vocational Partnerships Group Inc. with personal information, for example your name, address and information contained in your resume. We will collect and record this information in order to assess your application.

DECLARATION

If submitting electronically, typing your name below denotes supplying your signature.

I agree to the conditions of the Employment Collection Notice. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment. I declare that the information I have provided in this application is true and correct at the time of submission.

Signature Date:

Please indicate how you became aware of this position

Seek Facebook VPG Website Newspaper Other (please Specify)



FINANCE OFFICER/Accountant

Base Location:	Flexible	Reports To:	CEO
Region:	Cairns ESA	Industrial Instrument:	VPG Collective Agreement
Resources:	Work Computer	Tenure:	Permanent

About us

VPG is a non-profit organisation that has been improving child and youth transitions in Far North Queensland for over 20 years. With 5 Centres in Cairns, Yarrabah, Innisfail, Atherton & Mareeba, we have assisted thousands of young people. We seek to empower youth, strengthen families and build the capacity of education, industry and communities through quality partnerships. www.vpginc.com.au

About our thinking

VPG uses the concept of Advantaged Thinking to direct the way we work with young people. VPG acknowledges that young people have a vital contribution to make to the social and economic life of our communities and society, and that to do so all young people should have access to the opportunities and social networks that facilitate this social and economic participation. VPG invests in building young people's abilities, harnessing them for personal as well as social good.

By making a positive investment in young people, the approach focuses on developing their assets, and on co-creating solutions – real jobs, real education and real community connections – to enable them to achieve independent adulthood.

About our values

At VPG our exceptional organisational culture is aligned to our values being **compassionate, generous, inclusive, responsible and fun**. We expect you to demonstrate these behaviours throughout your career with us.

About the position

Reporting to and working closely with the Chief Executive Officer, you will support the daily, weekly and monthly financial operations, ensuring appropriate reporting to support business and operational needs.

Key Responsibilities – Financial Management, Risk and Governance

- Implement and maintain sound financial processes and procedures, including the operation of the relevant financial reporting system (currently MYOB).
- End of month financial finalization, quarterly and annual acquittals.
- Payroll Management of 40+ Staff.
- Lodgment/Reconciliation of BAS, PAYG, FBT & Super.
- Implement internal audit processes to ensure financial compliance as per the delegations, and report results to the CEO.
- Asset Management and Depreciation Scheduling
- Meet all financial reporting requirements of the organisation including but not limited to annual financial reports, monthly and quarterly management reports and others as requested.
- In conjunction with the CEO:
 - Prepare and ensure that VPG operates within the Board approved budget
 - Manage the contractual obligations of out-sourced organisation functions/operations ensuring full contractual obligations are met.
 - Ensure reporting information required for distribution to the Board is prepared and made available to the CEO in a timely manner.

- Attend Board meetings as required.
- Contribute to short and long-term organizational planning and strategy.

Key Responsibilities – Relationship Management

- In conjunction with the CEO & Corporate Services Coordinator:
 - Contract management for leases.
 - Contract management for Work Cover and Insurance Providers.
- Escalation point for customers with financial concerns.
- Contracted clients and vendors – financial relationships.
- External Accountants and Auditors.
- Staff for Payroll Financial Enquiries.

Key Responsibilities – Funding Procurement

- Contribute to the development of grant applications and submissions
- Where directed, negotiate with external agencies/organisations regarding procurement activities

Key Responsibilities – Policy & Project Management

- In conjunction with the CEO:
 - Draft, review and update financial and governance policy and procedures of the organisation ensuring compliance with relevant government frameworks
 - Undertake project work relevant to the position

Expected Deliverables:

- All financial reporting and lodgment deadlines are met including monthly accounts being closed and required reports generated within 10 days of end of month.
- Accuracy and promptness in managing all accounts and payroll related processes.
- Effective development and management of multiple funded program budgets and the organizational budget.
- Financial risks and opportunities are identified and reported within appropriate timeframes and effective recommendation for resolution as required is provided.
- Evidence of development and continuous improvement in financial policies, procedures, systems and processes.
- Program administration/documentation is processed according to established procedures.
- Documentation is handled within confidentiality guidelines.
- VPG data and record handling is compliant with all contracts, legislation and security protocols.
- Facilities and assets requirements for the organization are meeting service delivery needs and delivered in required timeframes.
- Effective management of contractual obligations of out-sourced functions/operations ensuring contractual obligations are met.
- Effective management of procurement processes and vendors as they relate to Finance, ICT and facilities management.
- Successful relationship management and negotiation skills in communicating with banking organisations, external partners and regulatory agencies.
- Stakeholder satisfaction (internal and external)
- Behaviour during all work interactions is aligned to our values of being compassionate, generous, inclusive, responsible and fun.
- VPG policies and procedures are complied with.
- Participation as a VPG team member across all programs exchanging ideas and information on a regular basis is demonstrated.
- Professional skills are maintained and developed, seeking opportunities to ensure a high level of technical proficiency and personal effectiveness.
- Maintain an understanding of all VPG services to confidently communicate with and promote to external stakeholders.

- Understand the nature of risk when undertaking daily duties and the importance of complying with relevant legislation and service standards, reporting any known breaches to supervisors.
- Undertake a range of duties to ensure the smooth running of VPG Centres including but not limited to reception, washing up, emptying rubbish, putting away equipment, checking mail, maintaining vehicles, purchasing supplies.

Qualifications/Education Requirements/Mandatory Requirements

- Tertiary Qualifications in Accounting/Commerce
- Post gradual qualifications in management and or CA or CPA qualifications would be well regarded
- A current QLD Driver's License.
- Current Clear Australian Police Check provided prior to commencement.
- Eligibility for a Suitability Card for Child Related Employment (Blue Card registration)
- Capacity to meet the financial administrative compliance/checks for Australian government funding contracts.

Knowledge/Experience Required:

- At least 2-3 years' experience working within a medium sized organisation, providing similar services.
- Strong analytical and accounting/financial skills including taxation, compliance, reporting and legal issues.
- Demonstrated experience in payroll, payments and receivables.
- Demonstrated experience in managing program budgets.
- Advanced experience in MYOB and MS Office particularly excel
- Good understanding of Finance and Accounting internal controls.
- Strong service focus on the internal customer and client outcomes (proactive, responsive and takes initiative) with high standards and a continuous improvement approach.