



## Position Description

<b>Position Title:</b>	Assistant Bookkeeper
<b>Classification:</b>	Level 3
<b>Directorate:</b>	Residential Services
<b>Team:</b>	Therapeutic Community (TC) - Maryknoll
<b>Reports to:</b>	Financial Counsellor
<b>Direct Reports:</b>	0
<b>Employment Type:</b>	Part-time (0.6) FTE
<b>Award/Agreement:</b>	Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016
<b>Date of review:</b>	6/01/2020

### Our Mission

Helping people to rebuild their lives.

### Our Vision

We will provide a range of complementary treatment services to support individuals and families to assist them to recover from the harmful effects of drugs and alcohol. We will draw on our specialist expertise to increase community understanding of drug and alcohol related issues and we will develop a pro-active, educative focus to our work.

### Our Principles

- Provide a range of approaches and give attention to all aspects of an individual.
- Provide unflagging belief and support for individuals who wish to change and grow.
- Respect differences in culture, religion, gender, age, family situation, background and economic status.
- Commit to honesty and respect in all our relationships.
- Draw on our expertise to develop new approaches to support treatment information and community education.
- Develop processes and practices that are open, fair and honest.

### What we believe

We believe that people can **rebuild** their lives.

## **Organisational Background**

Windana is a leading Melbourne-based drug and alcohol treatment organisation specialising in holistic, client-focused recovery services.

For more than 30 years, we have been helping people rebuild their lives in a safe, caring environment, supporting our clients wherever they are in the recovery process.

Windana assists close to 1500 people across Victoria per annum by providing AOD treatment services including residential withdrawal services, residential rehabilitation and a suite of non-residential services.

Windana is a QIP accredited organisation currently employing over 150 highly experienced staff delivering excellent services across multiple sites.

## **Program Information:**

### **Therapeutic Community (TC)**

The Therapeutic Community (TC) residents rehabilitate by exploring their own life experiences and learning from the experience and insights of others. In education, therapy, and work groups which form the basis of the daily routine everyone has an opportunity to explore new ways of experiencing life. The TC is all about change and growth in a supportive and non-judgmental environment.

The TC also offers community programs for the residents. The Community Programs consist of: The Aftercare program, Transitional Housing and a Rehabilitation Day program. There is a Volunteer Coordinator that works within this team to provide opportunities for residents to volunteer within the community.

Located 75kms east of Melbourne, on a 40-acre property, residents live in self-contained houses in a campus style setting.

### **Objective of the position:**

Under close direction from the Financial Counsellor, the Assistant Bookkeeper works within a small team to ensure accurate and timely accounting of the Maryknoll TC's finances. This role provides bookkeeping services for residents of the Therapeutic Community as well as general accounts work in support of the TC's operations.

### **Liase with (key internal and external contacts):**

Internal: Windana staff and clients

External: Department Health and Human Services, Centrelink and other government departments (state and federal), AOD Agencies, Allied Health professionals & GPs

### **Position responsibilities**

The Assistant Bookkeeper role forms part of the administration team at the Therapeutic Community and Community Program at Maryknoll. Specific responsibilities are as follows:

#### Quickbooks

- Data Entry
- Produce financial balance reports for clients on a weekly basis
- Bank reconciliation weekly

## Centrelink

- Liaise with Centrelink on Client's admission and discharge from the program
- Process online fortnightly for residents payments
- Liaise with Centrelink by email or phone when there are difficulties with payments.
- Contact Job network providers when residents receive letter requesting them to go to appts.
- Make sure resident has a current Centrelink Medical Certificate – email updated certificates

## State Trustee

- Liaise with Trustee for fees and other funds related to resident expenditure

## Housing

- Liaise with the Department to have resident Ministry house rental payment reduced while at Windana
- Lodge Rental Rebate & Absentee forms with the housing office

## Banking

- Ensure weekly deposit of money, cash and cheques relating to residents occurs on a weekly basis
- Facilitate personal banking requested by client:
  - Electronic payment to Chemist, Tobacco & Woolworth (personal shop) weekly
  - Paying any bills on behalf of residents e.g. the post office, Specsavers or EFT (bpay)
  - Occasional picking up of urgent personal shopping on behalf of the residents while doing the banking.

## Petty cash

- Manage Resident float
- Manage Staff float for TC
- Replenish integration float
- Organise funds for resident's outings and then reimbursement from head office.
- Pay any urgent invoices requested by Managers and organise reimbursement from head office.

## Creditors

- Ensure invoices are received at the Corporate Office on a weekly basis

## Selection criteria

### Essential:

- Strong experience working in the same or similar role
- Excellent working knowledge and experience using accounting software such as QuickBooks as well as Excel
- Strong time management and organizational skills.
- Proven written and verbal communication skills with the ability to identify and resolve problems.
- Ability to work in a clinical and residential environment, working independently and as a team.
- Advanced level skills in the use of the Microsoft Office suite.
- Strong attention to detail
- Empathetic to values of Windana
- Commitment to continuous quality improvement and OHS

### Desirable:

- Certificate IV in Alcohol and Other Drugs or other relevant AOD qualification

## Employment Conditions

Salary and conditions are in accordance with are in accordance with the Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016.).

Windana is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment and/or discrimination. The organisation promotes diversity and awareness in the workplace.

Effective risk / quality management is a core competency expected of everybody involved in Windana administration, including all staff, management and volunteers. Leaders will be accountable for applying agreed risk / quality management policy and strategy in their area of responsibility.

Under the Accident Compensation Act, it is the applicant's duty to advise Windana of any pre- existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Windana reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.

**Responsibilities stated herein reflect the primary functions of this job and should not be construed as an exhaustive list of duties.**

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_