



FINANCIAL ADMINISTRATOR

POSITION TITLE:	Financial Administrator
PROGRAM AREA:	Finance, HR and Corporate Systems
REPORTING TO:	Chief Executive Officer
LOCATED:	1, 2-10 Harrow St Box Hill, 3128
DATE:	August 2020

ORGANISATIONAL CONTEXT:

Family Access Network (FAN) was established in 1981 and is located in Box Hill. We provide services across the Eastern Metropolitan Region for young people, young families and accompanying children experiencing or at risk of homelessness, including the following:

Client Services

- **Homeless Support Services (HSS)** – FAN's Homeless Support Services encompasses a client focused, case management framework providing support and assistance to young people who are homeless or at risk of becoming homeless.
- **alsorts Program** - providing a range of services for Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTIQ) young people.
- **HEF** – The Housing Establishment Fund (HEF) is a Victorian Government initiative that aims to address and prevent homelessness by providing financial assistance to individuals and families that are homeless or in housing crisis, including a statewide response LGBTIQ specific HEF.
- **Private Rental Brokerage Program** – assists young clients to secure and maintain private rental housing including support packages; the development and delivery of skills based programs to increase opportunities for sustainability in the private rental market; and the development of collaborative working relationships with existing homelessness services, real estate agents and specialist services as required.
- **Children's Program – Early Years** - is responsible for the development, maintenance and sustainability of an efficient, effective and tailored service response for vulnerable children and their families within the homelessness sector.
- **Homeless Youth Dual Diagnosis Initiative** - The Homeless Youth Dual Diagnosis Initiative (HYDDI) Program is a partnership between FAN and Eastern Health, targeted at young people (16-25) experiencing homelessness and difficulties with mental health and alcohol and other drug problems. The program aims to increase early intervention to young homeless people with complex needs to reduce drug taking, improve mental health and to increase the sustainable housing outcomes. The program is also targeted at sector capacity building.

- **Life Skills Program:** offers a variety of workshop-based activities for the learning of new skills, to build confidence and foster community connections within a personal development framework.
- **Volunteer Program:** aims at linking appropriately screened, trained and supported volunteers as “positive role models” with young people – to address social isolation and foster community connectedness.
- **Equity Support Program:** is utilised to assist a range of client needs relating to financial, medical, material aid, education, employment, transport, phone cards, food, children’s and infants needs and other related supports.
- **LGBTIQ Capacity Building Project:** This project aims to increase the awareness and undertaking of LGBTIQ+ inclusivity in services. It offers capacity building support to any organisation providing services and/or support to people who are at risk of homelessness. This work builds on the LGBTIQ+ inclusivity work that Family Access Network have been undertaking since 2005 and is supported by funding from the Department of Health and Human Services.
- **Pathways to Resilience:** FAN offers a therapeutic support group for LGBTIQ+ young people aged 15-25 who have experienced family violence. Young people who are of diverse gender identities and expressions, sexualities, and/or sex characteristics will have the opportunity to create peer connections, build individual wellbeing, and better understand the dynamics of family violence and how they can intersect with homophobia, biphobia, transphobia, and/or intersexphobia. Group members also have the opportunity to access individual support. The LGBTIQ+ Family Violence Therapeutic Program is a part of Pathways to Resilience, delivered in partnership with Uniting, Safe Futures Foundation, Australian Childhood Foundation and EACH.

FAN is a dynamic learning environment and is committed to a client-focused, rights based approach built on practice reflection principles. These principles are underpinned by a range of innovations within the organisation and contribution to sector enhancements through participation in research and/or partnerships; and integrated service delivery models.

The successful applicant will be required to commit to FAN’s Service Philosophy, Core Principles, Values and Service Objectives and align their work to the organisation’s practices, protocols and strategic objectives.

Vision

FAN’s vision is for a *‘community which acknowledges and values the dignity and worth of all citizens and enables individuals to deal positively with adverse situations in their lives’*.

Core Principles

In recognition of the needs of young people, young families and accompanying children experiencing homelessness or at risk, provide services that offer individual support according to their perceived needs

To reduce homelessness by supporting and assisting young people, young families and accompanying children, who are homeless and in crisis, towards independence and empowerment

Undertaking advocacy and developing public awareness of the issues relating to homelessness in general, underpinned by FAN’s commitment to housing as a basic human right

Mission Statement

Family Access Network will provide support to young people who are experiencing homelessness and those at risk of homelessness in the form of:

- Access to accommodation and support options including therapeutic interventions for both young people and accompanying children.
- Development of resources for young people, children and staff.
- Provide social skill development opportunities for at risk young people and accompanying children.
- Engage in high quality research while conducting in-house research on best practice and innovation.

POSITION CONTEXT:

The Financial Administrator position is a multifaceted role combining bookkeeping, payroll, administration and general office functions, requiring systems focussed person with an ability to prioritise and multi-task. The position is guided by and responsible to: FAN's vision; policies; code of ethics procedures; strategic directions; continuous quality frameworks and as required by relevant legislation; funding agreements; interagency protocols; partnership agreements and Memorandums of Understanding

REPORTING RELATIONSHIPS:

The Financial Administrator reports to the Chief Executive Officer (and in their absence/leave the Manager Client Services) – as outlined:

- Report to the Chief Executive Officer, including monthly written report
- Liaise with the FAN Manager Client Services in regard to the relevant program areas, financial requirements, budgets and expenditure.
- In collaboration with the CEO report to the Executive of the Board bi-monthly, including report preparation and circulation
- In collaboration with the CEO and Manager Client Services prepare and circulate bi-monthly report to the Board. Resource and support Operational meetings with CEO and Manager Client Services

DUTIES AND ESSENTIAL JOB FUNCTIONS OF THE FINANCIAL ADMINISTRATOR

REQUIREMENTS OF THE POSITION

It is expected that the successful applicant will:

1. Undertake administration of all bookkeeping and accounting processes that support the financial viability of the organisation and corporate requirements
2. Provision of monthly and annual reports to management
3. Attend Bi-Monthly Executive meeting for Financial Report.
4. Preparation of Board papers and other documents/reports as required.
5. Preparation of Accounts and reconciliations for the annual audit.
6. Preparation of annual budget, in collaboration with the CEO, monitoring and reporting

7. Attend meetings/training relevant to position.
8. Provide executive support to the CEO. Fulfil delegated responsibilities as required and defined, for the CEO.
9. Possess relevant tertiary qualifications and experience.
10. Be proficient in a variety of communication mediums and technologies.
11. Knowledge of, or experience in the not-for-profit sector would be advantageous.
12. Hold a current, valid, and full driver's license.
13. Successfully complete a national criminal records check and Working with Children Check.

SYSTEMS, WORKPLACE, TEAM AND CULTURE

1. Adhere to the policies and procedures of Family Access Network Inc.
2. Assist in the development of policy and guidelines in relation to funding bodies and the future direction of Family Access Network.
3. Participate in the ongoing evaluation and review of the agency and contribute to continuous improvement in policy development and practices.
4. Maintain appropriate data, reporting and other accountability systems ensuring timely and accurate reporting to the CEO, Management, Executive and Board.
5. Assist in the development of funding/growth opportunities for Family Access Network.
6. Assist in the promotion, publicity and development of general information on the programs offered by Family Access Network
7. Commitment to, and contribution to maintain healthy organisational culture, A capacity to be flexible and open to change.
8. Engage in professional and ethical conduct at all times
9. Carry out a variety of administrative and operational tasks relevant to the position and consistent within a team environment.
10. Maintaining, reviewing and improving systems related to:
 - Office systems – equipment, maintenance, filing and records
 - HR Records
 - Client specific grants, funding/brokerage including application for use and monitoring expenditure
 - Office practice and protocols, and office coverage.
 - Implementation of relevant Strategic Plan/Implementation Plan strategies
 - Other duties that may arise from the above or as identified by yourself or management in relation to the financial and organisational operations.
11. Assist with organisation of maintenance for FAN and related properties.
12. Participate in an annual staff appraisal and review of this position description
13. Participate in Portfolios, CQI and Operations meetings as required.

14. Maintain FAN's commitment to Best Practice, Research and Innovations.
15. Operate from a client focused rights-based approach.

14. Assist with the development, maintenance, review and evaluation of relevant systems and processes in line with
 - FAN's policies, processes and systems including Strategic Plan
 - Legislation, Funding and/or partnership requirements
 - Accreditation, quality frameworks and standards.
15. Contribute towards high quality reports, funding submissions and other documentation as defined in the portfolio system, accountability requirements and strategic directions of FAN
16. Ensure up to date and relevant resources and information as required to support efficient financial and administration functions to enable effective client services and staff responsibilities

OTHER INFORMATION

All intellectual property created by you during or arising out of your employment as FAN rests in FAN. Intellectual property refers to any confidential information on FAN and its processes, systems, reports, activities, events, logos or designs.

FAN's service delivery model is governed by: the Homelessness Assistance Service Standards; Children and Families Act 2005, OHS Act 2004 – updated version June 2005, Health Records Act, Victorian Charter of Human Rights (2007), Partnership, Funding and Service Agreements; as well as all relevant legislation relating to children, young people and the provision of services currently in place or established during the course of your employment.

FAN is bound by the principles of the Privacy Amendment (Private Sector) Act 2000 (Commonwealth) and the Information Privacy Act 2000 (Victoria). Other than as required by law or as expressly permitted by FAN you must not use divulge any information gained from your employment with FAN, except in the proper course of performing the duties of your position.

Vehicles are available for client appointment; meetings or other work related activities; use of the vehicle(s) to be negotiated with the team and reflected in the electronic appointment system. You are required to be familiar with the FAN vehicle policy prior to using a vehicle, noting that the last worker to use a vehicle for the day is responsible for the return to secure parking.

FAN is committed to the promotion of the occupational health, safety and wellbeing of all its employees to support service quality and worker job satisfaction, and requires a commitment to mutual respect, professional and ethical conduct and the absence of bullying. Employment at FAN is subject to successful Working with Children's and Criminal Records Checks prior to commencement. The successful applicant must have a current Victorian Driver's license.

QUALIFICATIONS/EXPERIENCE:

- Formal accounting or book keeping qualifications required, preferably graduate
- Five years' experience (minimum) in all of facets of organisational financial systems
- Excellent Administration and IT skills across all Microsoft and related platforms

KEY SELECTION CRITERIA

Please note applications will only be considered that address the following:

- Qualifications in and demonstrated Accounting/Bookkeeping/Payroll skills and experience including preparation and monitoring of annual budget, acquittals, and preparation for annual Audit, proficient and demonstrated skills in the use of Accounting and Payroll Systems, including MYOB, processing Superannuation, Portable Long Service Leave and Single Touch Payroll (desirable).
- Demonstrated skills in providing executive support, systems management and document control, preparation and circulation of reports to the Board. Preparing Financial Statements, Financial Returns to funding bodies. Proficiency across all digital communication mediums, Microsoft etc
- Well-developed communication and interpersonal skills, proven skills in organisational planning, HR Management systems, and development of spreadsheets, financial summaries and regular status updates, as required. Assist with funding applications when required. Proven capacity to assess financial/organisational systems, contribute to planning and change management
- Proven organisational skills and the ability to work both within a team environment as well as the ability to work independently, with minimal supervision – details focussed and committed to meeting deadlines, multi-task and flexible response to organisational needs.
- Demonstrated experience and/or knowledge of human services/not for profit sector/s with particular consideration for homeless or at risk young people. Please expand on your understanding of the not-for-profit sector, if you have not had any direct experience
- What appeals to you about the position, why do you want to work at FAN and what personal attributes other than those captured above would you bring to the role/organisation?

CONDITIONS OF EMPLOYMENT:

All FAN Staff members are subject to and must comply with FAN's Policies and Procedures including the FAN's Code of Conduct.

SALARY AND CONDITIONS OF SERVICE:

Salary will be paid as per the Social Community Housing & Disability Services (SCHADS) Award, Year according to experience and qualifications with additional employee benefits.

Pre- Employment Requirement

Satisfactory completion of National Police Records Check and Working With Children Check