

POSITION DESCRIPTION

Position	Regional Accounts Officer - Southern
Reports to	Southern Regional Accountant
Direct Reports	NA
Status	Full time
Location	Based at Dandenong with occasional travel to Gippsland.

BACKGROUND

The Victorian Aboriginal Child Care Agency (VACCA) is the largest organization of its kind in Australia. VACCA is an Aboriginal community-controlled organization that supports and advocates for the Aboriginal community. Our strength lies with our people. Our team is committed to the organisation's vision and values; advocates for our children and other vulnerable community members; and shows respect for, observance and compliance with Aboriginal cultural protocols, practice and ceremony. Our Aboriginality is what distinguishes us from mainstream services and what enables us to deliver the positive outcomes we achieve for our people.

VACCA employs over 600 staff and delivers more than 50 programs across the state. VACCA's experience and expertise in the delivery of therapeutic interventions are underpinned by culture, connection, and healing. VACCA designs, develops and delivers programs with self-determination and an understanding that the intergenerational trauma experienced by our community requires intergenerational and community healing. Through Cultural Therapeutic Ways VACCA is implementing a whole of agency approach to guide VACCA's practices of healing for Aboriginal children, young people, families, community members and carers who come into contact with our services, as well as creating a safe and supportive workplace for staff.

Central to VACCA's work is the importance of connection to family, community and culture as essential to Aboriginal children's safety, stability and ensuring that they have an ongoing sense of belonging. As Victoria's largest Aboriginal child welfare agency, VACCA plays a key role in the process of transitioning the care and case management of Aboriginal children from government and non-Aboriginal organisations to Aboriginal community-controlled organisations.

OUR VISION

Aboriginal self-determination - Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

PROGRAM AREA

The Corporate Services area leads, and is accountable for, development and management of VACCA's internal infrastructure and business functions in a manner that provides a platform for best practice service delivery and organisational growth. It is instrumental in supporting VACCA programs and services to meet the aspirations of the organisation, the Aboriginal Community, and the expectations of our funding bodies. The Corporate Services team supports the shared effort of approximately 320 staff working out of multiple sites and is specifically responsible for:

Leadership in:

- Financial management
- Human resources management including payroll and OH&S
- Information technology management
- Information management including records management
- Asset management, including contract management, and fleet management
- Risk management and governance

The area is led by the Director, Corporate Services and a team of specialist managers.

POSITION SUMMARY

The Regional Accounts Officer is to be based within the regional office, to provide support to the Regional Accountant, and to other regional staff on matters relating to Finance, in conjunction with Corporate Services.

The position of Regional Accounts Officer provides high quality, professional and efficient accounting support, and general administrative support to the Finance Dept within Corporate Services of VACCA, contributing to the effective and efficient functioning of the organisation and provide a quality service to all stakeholders.

KEY RELATIONSHIPS

Internal: VACCA Regional and Corporate Staff, including Finance Manager and Regional Accountant, and Regional Managers

External: External Suppliers, External Agencies, External Auditors

KEY SELECTION CRITERIA

The successful applicant will possess:

- Demonstrated understanding of, and commitment to, the values that underpin VACCA' vision and purpose and the capacity to take a leadership role in championing these internally and externally.



VACCA
Connected by culture

- Demonstrated awareness and appreciation of Aboriginal societies and cultures, and commitment to continually build knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities.
- Demonstrated excellent interpersonal skills and ability to communicate sensitively and effectively with staff, suppliers and clients.
- Good written and verbal communication skills including the ability to interact with a broad range of people.
- Experience in accounts payable in a medium size entity.
- A sound understanding of internal control procedures pertaining to financial systems.
- Good computer skills including Internet, email, word processing and the use of Excel.
- Capacity to produce high quality work with efficiency, accuracy and high level of professional client services.
- Ability to prioritise tasks and work to deadlines, providing high quality support and maintain the integrity of all financial systems.
- Ability to work cooperatively within a team or independently as required.
- Ability to meet team goals, be enthusiastic, energetic and self-motivated, with a flexible and adaptable attitude.
- Display high levels of judgment and capacity to provide creative, innovative and practical recommendations to non-complex financial problems and client service issues.
- Excellent time management skills
- Demonstrate a high standard of ethical behaviour.
- Willingness to accept advice and direction when given
- Willingness and capacity to discuss and resolve problems

DESIRABLE

- Significant experience in accounts payable.
- Formal qualifications in Accounting or Business would be highly regarded.

REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence and a current employment working with children check card.

POSITION ACCOUNTABILITIES

ACCOUNTS AND FINANCE

- Assists with Accounting and Finance Projects
- Assist in month end closing and reporting

ACCOUNTS PAYABLE

- Provide support, guidance and advice to regional VACCA staff, volunteer and external suppliers on accounts payable matters

- Ensure VACCA's financial transactions are accurately recorded in accordance with the relevant legislation and Accounting Standards
- Ensure invoices and staff payments are fully allocated and duly authorised by the relevant manager in accordance with financial delegations before processing
- Contact suppliers if necessary
- Reconcile and process debit card transactions, fully allocated and authorised
- Analyse and maintain some specific financial data and records

GENERAL

- Liaise extensively with relevant Corporate Services staff to ensure open communication on all issues.
- Assist in implementation of new procedures to ensure compliance with VACCA policies
- Actively participate and contribute to audits, team meetings and training
- Other administrative duties as required

HEALTH, SAFETY & WELLBEING

- Regular travel is not required for this role
- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of internal policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

OTHER

- Generate general and specific communication to stakeholders when required
- Participate proactively in team project initiatives
- Support other team members in periods of high demand and during periods of absence.
- Participate in project groups and attend relevant events from time to time
- Undertake other duties as directed

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.



VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.