



## Position Description

<b>Position:</b>	<b>Accountant, Business Support Manager</b>
<b>Reports to:</b>	Executive Director
<b>Accountable to:</b>	Community Child Care Association (CCC) Board through the Executive Director
<b>Direct Reports:</b>	Business Support Team
<b>Key Relationships:</b>	
<i>Internal</i>	All CCC staff, Board members and contractors
<i>External</i>	CCC's financial institutions, External accountant and other Business partners and suppliers, and Government Departments
<b>Salary Level:</b>	Level 6 of SCHADS Award Schedule B
<b>Conditions:</b>	As per Community Child Care Enterprise Agreement (2020)
<b>Date Approved:</b>	Approved by Executive Director on 3 March 2021

### About Community Child Care Association

Established in 1971, [Community Child Care Association \(CCC\)](#) is the voice of community-based education and care services in Victoria. Building a strong and responsive sector is at the heart of what we do. We're active right across the state, providing leadership and advocacy, working with governments, and supporting education and care services.

Here to help services transform their vision into practice, we offer membership, quality training and consultancies. Our 650+ members rely on us for free professional advice and support, and to keep them up to date with industry standards, best practices and new regulations.

Our heritage and reputation as a sector leader mean we're the go-to place for inquiries and projects, including the [Victorian Inclusion Agency \(VIA\)](#). Our deep community connections and role as the peak body for community-owned, not-for-profit education and care services make us well placed to lobby key decision-makers. Proactive in the evolution of the children's education and care sector, our focus is on quality service and outcomes.

### Nature and Scope of Position

This position is responsible for leading the management and ongoing maintenance of the financial operations of CCC. This position is also responsible for the leadership and management of business support activities across CCC to support the delivery of the organisations' vision, mission and principles.

Operating under limited direction, this position exercises a high level of delegated responsibility. This role makes a major contribution to CCC's strategic objective of a thriving organisation. This is achieved through leadership of the Business Support Team, collaboration with the CCC Finance Sub-committee and Leadership Team and coordination of cross organisation working groups. As part of the CCC Leadership Team contribute to Strategic Planning of the organisation.



## Position Description Continued

### Key Expectations

Key expectations of this position include:

- Management and collaborative leadership of all financial matters, including creditors and debtors, accountability reporting, preparation of budgets and forecasts
  - Coordination of payroll matters including superannuation and staff queries
  - Other financial management activities such as coordinating and administering insurances, assets and annual audit
  - Financial management and coordination of projects
  - Collaborative leadership of business support functions including People and Culture, information technology and facilities, vendor and contractor management, organisational policy management and administrative support
  - Support the preparation of tenders and offers with budgeting and financial guidance
- Exercise initiative and judgement in leadership and administration of the Business Support Team.

### Key Skills, Knowledge and Knowledge Required

#### Skills & Experience

- High level financial management skills and experience in the not for profit sector
- High level organisational and time management skills, with ability to prioritise work across a range of areas
- Strong leadership and verbal communication and interpersonal skills
- Demonstrated ability to adapt to and collaboratively plan for and implement change
- Demonstrated ability to show initiative and a high level of attention to detail while completing tasks within designated timeframes
- Ability to work independently and as a successful team member.

#### Knowledge

- High level knowledge of all aspects of bookkeeping, and financial management including software programs
- High level knowledge of Microsoft Office applications
- High level understanding of the legal and financial requirements of the not-for-profit sector
- Demonstrated understanding of the breadth of business support roles in small not for profits.

#### Values and Attitudes

- Passionate about service excellence, progressiveness in policy and practice and social justice.
- Committed to transformational leadership
- An ethical approach towards work and service delivery
- Committed to actively model the philosophy of the organisation and champion organisational values
- A willingness to listen and learn in order to deepen understanding of the education and care service's sector
- Interested in and committed to an evidence based approach
- Flexible, adaptable and innovative in approaches to manage change.



## Position Description Continued

### Essential Requirements

- Tertiary qualifications in relevant discipline (e.g. Bachelor Degree in Accounting or other relevant Business degree)
- CPA or eligibility for membership
- Previous experience (3 years +) in a similar position preferably within not-for-profit sector
- Current Working with Children Check and police check or equivalent or willingness to undergo such screening
- A current Victorian driver's licence and daily access to a vehicle
- Willingness to travel across regional Victoria and metro Melbourne
- Committed to work flexible hours as required.

### Key Result Areas (KRAs) and Responsibilities

KRA	Measurement	Responsibilities
<b>Manage financial obligations of CCC</b>	<ul style="list-style-type: none"> <li>• Achieved satisfactory report from external audit</li> <li>• Board financial reports, forecasts and advice delivered on time and to high quality</li> <li>• Annual budgets collaboratively developed with CCC Leadership Team</li> <li>• Other financial management activities such as legislative responsibilities carried out on time.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead and exercise professional judgement and initiative in the financial management of CCC</li> <li>• Prepare all financial reports for CCC</li> <li>• Prepare and submit CCC's accounts to external Accountant within 5 business days of month-end</li> <li>• Submit all financial accountability documentation to appropriate external authorities</li> <li>• Financial management and coordination of projects.</li> </ul>
<b>Timely and accurate facilitation of the payroll function</b>	<ul style="list-style-type: none"> <li>• Employees are paid on time and according to CCC's EA</li> <li>• PAYG and superannuation paid on time</li> <li>• PAYG summaries available to all staff by due date</li> <li>• Employees concerns or queries are responded to</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure systems are in place to efficiently enact all CCC Enterprise Agreement (EA) responsibilities</li> <li>• Lead and coordinate business support staff to carry out responsibilities</li> <li>• All staff are kept up to date with any changes or updates that impact on their entitlements and employment conditions.</li> </ul>



## Position Description Continued

	<p>within a timely matter or referred to the appropriate person or organisation for clarification.</p>	
<p><b>Lead and coordinate business support function of CCC</b></p>	<ul style="list-style-type: none"> <li>• The Business Support Operational Plan is implemented as per the agreed due dates</li> <li>• Staff are happy with the support and direction from the business support team and are feel that the team are responding as is expected</li> <li>• The review and update of a minimum of 6 policies per 6 months are being completed</li> <li>• All staff have been able to perform their tasks and duties due to information technology and facilities being up to standard as per CCC's ability</li> <li>• Other business activity responsibilities carried out on time</li> <li>• Staff continue to feel safe and well informed about OH&amp;S requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership and management of the Business Support Team including administrative support</li> <li>• Support the implementation of the People and Culture Plan</li> <li>• Ensure information technology and facilities meet the needs of the organisation and staff are supported to utilise these effectively</li> <li>• Lead the coordination and updating of organisational policies and procedures</li> <li>• Manage business activities such as insurances, assets</li> <li>• Lead and manage all industrial relations and health and safety requirements.</li> </ul>
<p><b>External relationships are supported by a high standard of internal customer service</b></p>	<ul style="list-style-type: none"> <li>• All queries are answered in a timely manner</li> <li>• No complaints received from external parties.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead the reception function to deliver timely responses</li> <li>• Lead and manage supplier and contractor systems</li> <li>• Ensure sound working relationships with project partners, government departments, auditor, accountant and other suppliers.</li> </ul>



## Position Description Continued

<p><b>Work collaboratively with CCC Leadership team and keep staff informed</b></p>	<ul style="list-style-type: none"> <li>• Collaboratively contribute to CCC strategic Plan</li> <li>• Timely contribution to the Organisational update</li> <li>• Staff report Business Support unit provide:             <ul style="list-style-type: none"> <li>○ Appropriate and timely administrative support, and</li> <li>○ information of business support changes in a timely manner.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Collaborative leadership of business support functions</li> <li>• Keep leadership team apprised of CCC's financial position</li> <li>• Support the preparation of tenders and offers with budgeting and financial guidance</li> <li>• Annually build CCC budget in collaboration with Leadership Team</li> <li>• Keep all staff apprised of Business Support activities and outcomes.</li> </ul>
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### Organisational Responsibilities

Responsible for:

- Contributing to the implementation of CCC's Reconciliation Action Plan to ensure that all our work is inclusive and respectful of the cultures and perspectives of Australia's First Peoples.
- Having a duty of care toward your own and others' safety, and cooperating and complying with health and safety requirements as outlined in CCC's occupational health and safety policies.
- Supporting CCC's commitment to upholding and advocating for the rights and empowerment of children.

### Community Child Care Association Guiding Statements

See Attachment 1



## Community Child Care Association Guiding Statements

### **Visions** (*why we exist*)

#### *For the Sector*

Excellent early childhood and outside school hours education and care for all.

#### *For CCC*

Thriving and valued community and not-for-profit services delivering the best outcomes for children and families.

### **Mission** (*What we do*)

To lead, support and advocate for accessible high-quality opportunities for children and families.

### **Guiding Principles** (*Values*)

#### *Capacity*

Our approach is to build capacity and acknowledge the strengths and capabilities of children, families, early childhood and outside school hours care services, educators and their communities.

We encourage capacity building by:

- working from a strengths-based position,
- through shared decision making,
- by leading by example, and
- providing personal learning opportunities that, improve knowledge and develop skills.

#### *Community*

We advocate for communities working together towards a better future which supports the potential of every child, where:

- families and community are strong, and
- community owned education and care services are valued and well resourced.

We cultivate a sense of community and collective achievement amongst our team, education and care services, broader networks, Government and funding organisations.

#### *Collaboration*

We model and advocate for collaborative practice that enables resources, skills and expertise to be shared and where stakeholders are brought together to achieve common goals.

We work cooperatively with others with a solution and outcomes focus to explore new ideas and build trusting and meaningful relationships.

#### *Accountability*

We support early childhood and outside school hours care services to be accountable to their children, families, communities and funders.

We are committed to delivering on our promises by being accountable to each other, our stakeholders, our partners and funders through collaborative planning, communication and resourcing our work.

## CCC Signature Behaviours (*How we behave*)

### *CURIOUS*

- We seek to learn, understand and explore solutions;
- We have high expectations of others and ourselves;
- We frame situations positively, seeking to understand multiple perspectives and truths.

### *IMAGINATIVE*

- We are reflective, resourceful and dynamic;
- We seek innovative solutions to problems and better ways to add value to our clients, community and each other;
- We challenge each other to dream and do bigger and be better.

### *RESPONSIBLE*

- We are change ready and own our role and responsibilities;
- We deliver on our promise and get things done;
- We recognise the privilege and criticality of our role in delivering outcomes, fostering relationships and our individual wellbeing.

### *UNITED*

- We work cross functionally, learn from others and believe we achieve more as a team than alone;
- We listen and communicate with respect;
- We are a welcoming community and believe everyone belongs and everyone adds value.