



POSITION DESCRIPTION

STARTTS is committed to Equal Employment Opportunity (EEO) and anti-discrimination policies.

POSITION NUMBER: 1976-2

Date reviewed/created: November 2019

POSITION TITLE: Finance Business Partner

TEAM: Finance

LOCATION: Carramar

AGREEMENT: "NSW (Non-Declared) Affiliated Health Organisations' Health Employees Agreement".

CLASSIFICATION: Health Manager Level 2

A generous salary packaging scheme is also offered.

PERIOD OF APPRAISAL: Performance will be assessed within 6 months of commencement and a 6 month probationary/qualifying period will also apply.

Background to STARTTS

STARTTS is a state-wide service funded by the NSW Department of Health and Commonwealth Department of Health to provide high quality assessment, treatment and rehabilitation services to people living in NSW who have experienced organised violence or trauma associated with the refugee experience. STARTTS is an Affiliated Health Organisation (AHO), a Non-Government Organisation whose services are deemed to be part of the NSW public health system.

STARTTS' service provision philosophy is predicated on a bio-psycho-social framework that incorporates a large range of clinical and psycho-social interventions informed by the latest advances in neuroscience and evidence based practice in relevant fields. As such, STARTTS provides a broad range of services including assessment; counselling for all age groups; psychiatric assessment and interventions; family therapy; group interventions; body-focused interventions such as massage, physiotherapy, acupuncture and pain management groups; support groups; programs for children and youth; and various strategies to increase the capacity of support networks and refugee communities to sustain their members.

The focus of the STARTTS' approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths.

Background to the Program Area of the position

The Finance Business Partner is responsible for partnering with relevant cost centre managers and delivering key aspects of the STARTTS finance function to ensure the effective, efficient and accurate financial management of the organisation.

This position is based in our Karitane office at Carramar, together with other finance team members to ensure STARTTS financial information is accurate and up-to date and to provide high quality financial services. The appointee will be able to work flexibly and communicate well with staff and external services.

ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: Chief Financial Officer (CFO) and works collaboratively with other Finance team members.
2. Responsible for: Nil

SELECTION CRITERIA:

Essential Criteria:

1. Certified Practicing Accountant (CPA) or equivalent status.
2. Demonstrated hands-on experience and achievements in a similar role, performing all aspects of the financial management function in a small to medium organisation.
3. Demonstrated, prior experience of financial business partnering.
4. Demonstrated experience of working in an environment dealing with grants and external project funding.
5. Experience in financial reporting, general ledger, accounts receivable & payable, budgeting and forecasting.
6. Demonstrated analytical, problem solving and decision-making skills.
7. Ability to meet tight deadlines and work with minimal supervision in a small team environment.
8. Demonstrated ability to work collaboratively with a variety of internal and external stakeholders and maintaining professional relationships.
9. Excellent communication skills (verbal and written) including interpersonal capabilities in a multicultural environment.

Desirable Criteria:

1. Hands-on experience in payroll systems and tasks in a small to medium organisation.
2. High level administrative and organisational skills and demonstrated competence in financial and MS Office systems especially intermediate to advanced skills in Excel.
3. NSW Driver's License.

*This position is not considered child-related employment and will require a National Criminal Record Check.

BRIEF DESCRIPTION OF ROLE

The position of Finance Business Partner operates within the finance team, reporting to the CFO and working alongside the Financial Accountant, Payroll Manager and Administrative Officer-Accounts. The role is responsible for providing day-to-day business advice, accounting & financial management services to the organisation. This includes:

1. Managing / completing the monthly financial reporting process.
2. Partnering with costs centre managers (CLS-R and Projects) to ensure all projects have full monthly financial reporting and timely and accurate completion of acquittals.
3. Leading Process & system improvement projects including – new finance system plan, contracts management database and fixed asset systemization.
4. Fulfilling aspects of the accounts receivable and payable functions during periods of leave.
5. Implementation of AASB and IFRS accounting standards as required.
6. Other projects and tasks delegated by the CFO.

PRIMARY OBJECTIVES:

The overall goal of the STARTTS financial management function is to provide a solid financial base for STARTTS activities. The objective of the role of the FBP is the effective, efficient and accurate provision of a range of accounting and financial services in accordance with sound financial governance protocols, policies and procedures. The role is to be performed with high standards of service to management, staff and stakeholders.

PRIMARY DUTIES:

1. Accounting & Financial Reporting

- 1.1. Perform the day-to-day and monthly accounting and related tasks required for the accurate and timely delivery of financial reports.
- 1.2. Ensure completion of all financial transactions relating to all Friends of STARTTS (FoS) and STARTTS Trust (Trust) accounts, including monthly reconciliations and annual financial statements.
- 1.3. Assess and process all required month-end-close journal entries, including prepayments, accruals and depreciation.
- 1.3. 1.4. Complete bank and all balance sheet reconciliations.
- 1.4. In partnership with relevant cost centre managers, complete & assess cost centre budget vs actual reports and send to Cost Centre Managers.
- 1.5. Assist the CFO in the completion of annual budgets and periodic forecasts.
- 1.6. Assist the CFO in the completion of funding acquittals and reports.
- 1.7. Prepare and lodge BAS, IAS and FBT returns for FoS and Trust.

2. Financial Governance

- 2.1. Ensure financial transactions are properly authorised and are in compliance with the delegations manual and other sound financial governance protocols.
- 2.2. Develop and maintain finance procedure manuals in accordance with board approved policies.
- 2.3. Revise various finance forms in accordance with policy and organisational changes, as and when required.

3. Finance Systems & Process Improvements

- 3.1. Working with CFO develop a systems implementation plan for finance and related activity.
- 3.2. Working with the CLS-R and project teams ensure all expenditure relating to each project is maximised, accurate and reported on monthly.
- 3.3. Investigate opportunities for enhanced use of system functionality.
- 3.4. Keep abreast of, and implement, upcoming changes to statutory financial reporting requirements.

4. Provide back-up and support to the Administrative Officer – Accounts (AOA) in the completion of the weekly processing of payable and receivable invoices

- 4.1. Fulfil all or part of the payroll function during AOA's leave and other times as required.
- 4.2. Provide weekly audit/internal check on AP/AR processes.
- 4.3. Provide weekly audit of bank balances prior to payment by weekly payrun and fortnightly payroll.

5. Management & Acquittal of Funds

- 5.1. Responsible for the preparation of finance reports for PASTT and NSW Health for CFO review.
- 5.2. Responsible for timely and accurate preparation of CLS-R and relevant project financial acquittals for CFO review.

6. Personal

- 6.1. Participate in STARTTS Performance Management program.
- 6.2. Be an active participant in team meetings to maximise contribution to the work of the team.
- 6.3. Participate in STARTTS staff meetings and other relevant meetings.
- 6.4. Work to ensure professional and co-operative working relationships within own team and with other departments across STARTTS.
- 6.5. Participate in identifying quality improvement initiatives/strategies.
- 6.6. Attend and participate in all training opportunities identified for the role.
- 6.7. Liaise with and seek senior advice as required.

7. As a STARTTS employee you are expected to:

- Have commitment to Human Rights, EEO, WHS and Safe Work Practices.
- Carry out the role and responsibilities in a manner that is consistent with delegations, policies, procedures and operations systems of STARTTS and in line with STARTTS Code of Conduct.
- Maintain confidentiality and exercise discretion in relation to all STARTTS matters.
- Actively seek to improve skills and knowledge that will benefit the organisation.
- Project a professional image at all times and in all situations.
- Undertake any other duties that may be required within the area of work.

Equal Employment Opportunity and Staff Relationships:

- STARTTS is an Equal Employment Opportunity (EEO) employer and encompasses its philosophy and practice.
- STARTTS rejects racism and sexism in all its forms and is committed to the elimination of racial and gender discrimination including direct and indirect racism and sexism, racial vilification, and harassment.

STARTTS Workplace Policies

You must observe and comply with the provisions set out in any and all written policy, practice or procedure of STARTTS. A breach of STARTTS' policies, practices and procedures may result in disciplinary action up to and including termination of your employment.

Work Health & Safety responsibilities:

- Comply with STARTTS WHS policies and procedures.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report to your Supervisor any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work.

Risk management responsibilities: All staff have a responsibility to identify any risks (ie the chance of something happening that will have an impact on the objectives of the organisation) in the course of their work and to inform their supervisor, as per the *STARTTS Risk Management Policy and Program*.

Smoke-free Workplace

STARTTS is completely smoke-free. This means that smoking is not allowed in any STARTTS' buildings, vehicles or grounds, there are no designated smoking areas. As an employee you are required to comply with the 'Non-smoking' Policy.

I have read the **Finance Business Partner** Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also

comply with STARTTS' policies and procedures and can be required to work in any location under the jurisdiction of STARTTS.

I also agree to strictly observe STARTTS' policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

Employee Name: _____
Please print

Employee
Signature: _____ **Date:** _____

CHIEF EXECUTIVE OFFICER: Jorge Aroche

Signature: _____ **Date:** _____

Next position description review due: November 2021