

Finance and Administration Officer



Position description

Responsible to:	Group Leader – Training Support Services
Division:	Registered Training Organisation
Status:	1.0 EFT
Scheduled working days and hours:	Monday through to Friday 8.30am to 4.30pm

Organisation overview

Formed in 1992 following the amalgamation of three smaller community employment organisations, and then expanded with the merger of Continuing Education Bendigo in 2014 and Our Shed in 2015, Access Australia Group (AAG) has grown to what is today a large and diverse not-for-profit, community based organisation. AAG is a registered public benevolent institution. As an internationally accredited organisation, the continuing focus of operations is to provide superior customer service and be an employer of choice. AAG operates five key divisions undertaking a range of operations:

- **Employment Services**
- **Registered Training Organisation, Access Skills Training**
- **Social Enterprises including PepperGreen Farm and PepperGreen Farm Catering**
- **Social Inclusion including Access Creative Studios**
- **Corporate Services.**

Board of Directors

A board of voluntary directors governs AAG. Each member of the Board of Directors (Board) contributes a particular expertise to AAG in its mission of providing opportunities for people. All directors work in conjunction with the Chief Executive Officer (CEO), who has overall responsibility for implementing the policy and strategic direction of the Board.

Mission

To enable people with disadvantage or disability to enhance their life outcomes through open employment, training and other opportunities

Values

- **Quality Service and Best Practice**
We work with passion and commitment to continuously improve our performance.
- **Diversity**
We value and support diversity, believing that every person has a right to be involved in their community
- **Accountability**
We empower individuals to take responsibility for their actions
- **Innovation**
We embrace a dynamic, creative and flexible environment
- **Collaboration**
We seek value through internal and external partnerships

Responsibilities and duties: Finance and Administration Officer

Major Function and Purpose

Takes primary responsibility for the data processing of accredited and non-accredited enrolments and for the financial processes associated with the RTO, ensures financial information flows through to the Group Leader and the Operations Manager, and ensures the timely and appropriate revenue collection processes occur for the RTO.

Main Function

- Undertaking RTO financial processes
- Fees receivable management
- Fee plan negotiation with clients and management of fee plans
- Invoicing for RTO including accredited and non-accredited training, VFS, and miscellaneous through aXcelerate and Reckon
- Setting up and management of Direct Debit and Centrepay payment plans for students
- Managing the set-up of the financial processes in aXcelerate
- Managing the aged debtors and collection process
- Reconciliation of all finance operations between aXcelerate and Reckon
- Completion of the financial reconciliation process each week and at end of each month
- Assist GL – TSS with archiving processes
- Manages the enrolment and compliance process for accredited and non-accredited training
- Certification processes – within the SMS
- Perform VFS enrolment and certification processes
- Answer and address phone and walk in enquiries
- Undertake reception duties as required
- Other duties within the Training Support Services operation as directed

As part of your employment, you will be expected to attend and participate in of the following activities within the normal scope of your work:

- Group team meetings
- Directed staff development activities
- Marketing activities
- Planning activities
- Professional development activities as negotiated as part of a work plan

Best practice

- Work as an effective member of a team
- Become familiar with and abide by all Access Australia Group policies and procedures including compliance with Access Australia Group and Access Skills Training quality assurance policies, systems, procedures and work instructions.

- Ensure that Occupational Health and Safety guidelines are observed, implemented and improved.
- Comply with all relevant legislation and/or by-laws that relate to our activities.

Health and Safety in the Workplace

Staff employed by AAG are expected to participate in Occupational Health and Safety (OHS) by:

- Adhering to AAG's policies and procedures in relation to OHS.
- Taking reasonable care to ensure that your own health and safety along with that of others is abided to as per the *OHS Act 2004*.
- Participating in the development of a safe and healthy workplace and adhering to safe work practices.
- Reporting any injuries, hazards or illnesses where practical, immediately to your supervisor or OHS representative.
- Not placing others at risk by any act or omission and not wilfully or recklessly interfering with safety equipment.

Disability Worker Exclusion Scheme Check

As per the *Disability Act 2006*, staff of AAG are required to partake in a screening check against a Disability Worker Exclusion List which is operated by the Department of Health and Human Services before commencing employment. This check is designed to protect the safety and wellbeing of clients living with a disability and to exclude people who pose a threat from working in the disability service. Staff will have their status checked via submission of consent form to AAG along with a copy of current photo ID.

Working with Children Check (WWCC)

Under the *Child Wellbeing and Safety Act 2005*, AAG is mandated by the Department of Health and Human Services to be compliant with the child safe standards that:

- Promotes the safety of children
- Prevents child abuse
- Ensures effective processes are in place to respond to and report allegations of child abuse
- Encourages children to "have a say", especially on issues that are important to them or about decisions that affect their lives.

As an element of these standards is safety screening, all staff of AAG are required to hold an employee Victorian Working with Children Check card or a current Victorian Institute of Teaching (VIT) registration card.

Police Check

All AAG staff are required to undertake a police check prior to commencing employment. If an employee can produce evidence of a police check that is not more than 3 months old, they will not be required to undertake another check.

Probationary Period

The probationary period for staff employed by AAG is 6 months. During this time, AAG or the employee can terminate employment for any reason. The purpose of this probationary period is for both parties to decide whether the employee is suitable for the position and / or the organisation.

Equal Opportunity

AAG is committed to providing an environment that is free of discrimination. All staff are entitled to access employment, promotion, training, transfers, and benefits on the basis of merit and will be assessed on the basis of their skills, qualifications, abilities, prior work performance and aptitudes.

Signatures

Name:

Signature:

Date: / /

Chief Executive Officer

Date: / /

Key selection criteria

Essential

- Experience and excellence in finance accountability processes associated with RTO operations
- Experience in using student enrolment administrative systems
- Expertise in business administration software systems – MS Office suite, SMS's and financial management systems software (Reckon, MYOB)
- Demonstrated ability to meet deadlines and prioritise workload
- Demonstrated ability to work individually and as an effective team member

Desirable

- Experience and excellence in finance accountability processes associated with **RTO operations**

Successful applicants will be subject to a Police Check, Working with Children's Check, a Disability Workers Exclusion List check and an Employment History Check.

*Applicants **must** address the key selection criteria in their application*

Salary and conditions of employment

AAG developed an Enterprise Agreement, which took effect in 2016 and governs employment and related conditions.

Pay Range: Class 3A Band 1 \$54,650.28 – Band 7 \$64,514.87, plus superannuation and leave loading, commensurate with skills, experience and qualification. Attractive salary packaging benefits may be available. *(All applicants are encouraged to obtain their own independent financial advice).*

Application submission

Address applications to: Access Australia Group/Access Skills Training PO Box 276 Bendigo VIC 3552	Or deliver in person to: 22 McLaren Street Bendigo VIC 3550 Or via email to: Kate.Harte@ast.org.au
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Applicants may visit the AAG web site at: www.accessaustralia.org.au

Access Australia Group operates under an Equal Opportunity Policy and Occupational Health and Safety Policy and in accordance with current legislation. We encourage people from different backgrounds to apply for positions within our business, including Aboriginal and Torres Strait Islander peoples, people from Culturally and Linguistically Diverse (CALD) backgrounds and people with disabilities.