



CANDIDATE INFORMATION PACK

ACCOUNTS ASSISTANT (6 MONTH CONTRACT)

CLOSE DATE: 11:59PM MONDAY 2nd November 2020

ACT DISABILITY AGED AND CARER ADVOCACY SERVICE
02 6242 5060 ADACAS@ADACAS.ORG.AU
Unit 14 Weston Community Hub, 6 Gritten Street, Weston ACT 2611

Position Summary

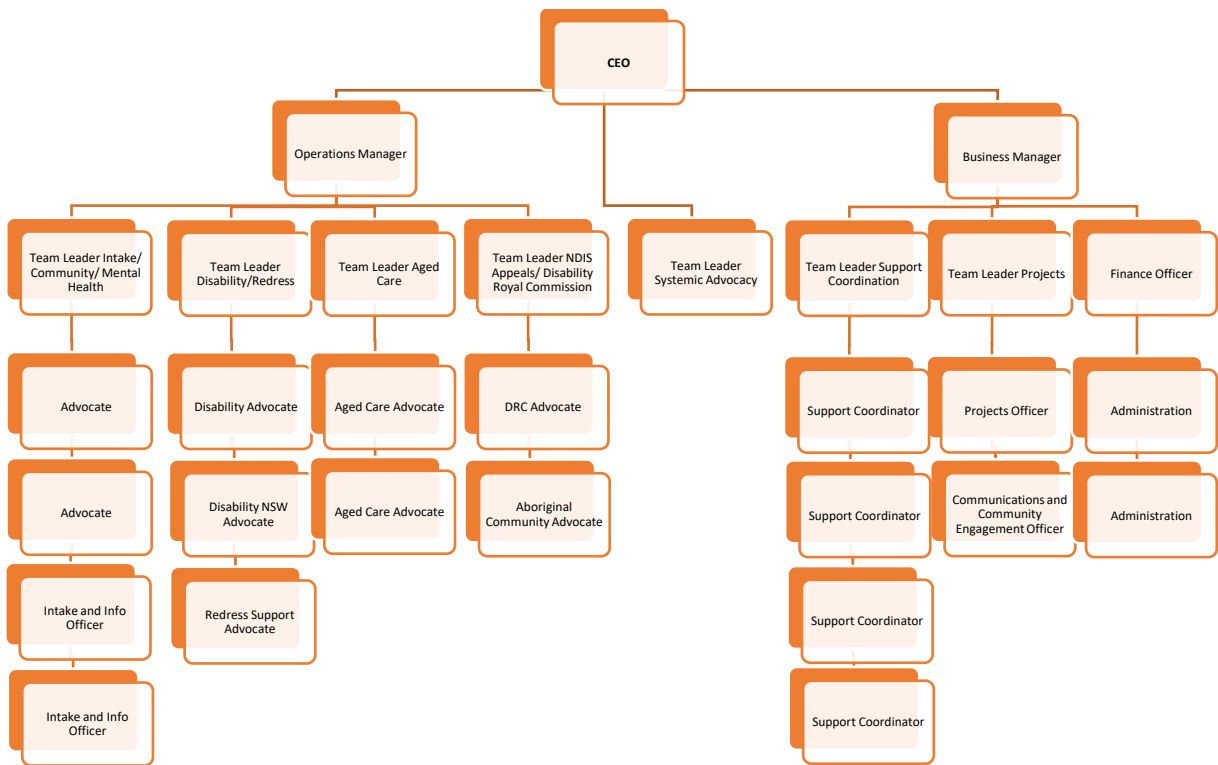
Accounts Assistant

Location:	Unit 14, 6 Gritten Street, Weston A.C.T.
Term:	Part-Time (20hrs/week – 6 month contract)
Remuneration:	SCHADS Award Level 3 ((\$61,583, - \$66,508pa pro rata) 9.5% superannuation Salary sacrificing opportunities
Reports To:	Business Manager
Direct Reports:	N/A.
Annual Turn-over	Current turn-over is over \$2.5 million

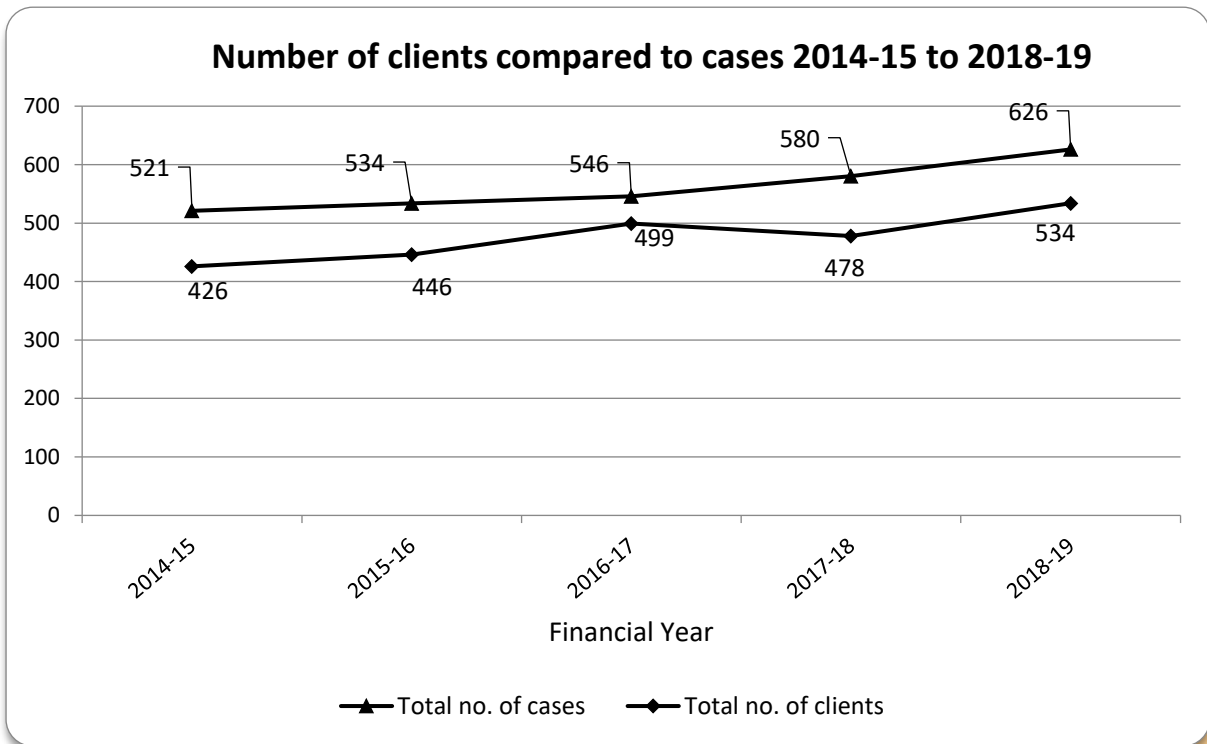
About ADACAS

The ACT Disability Aged and Carer Advocacy Service (ADACAS) is a human-rights focused organisation, which will celebrate its 30th year of operation in 2021. ADACAS currently employs around 25 staff, who provide:

- Individual advocacy for and with people with disability, people experiencing mental ill health (or psychosocial disability), older people (65+ and 50+ for Aboriginal and Torres Strait Islander peoples), and carers.
- Support Coordination. Assisting NDIS participants access supports in line with their funding package.
- Redress Support. Providing support to individuals who have experienced institutional child sexual abuse and exploring options including redress.
- AAT Appeals Support. Ensuring people with disability are supported in being able to appeal a decision made by the NDIS.
- Older persons advocacy for older people (65+ and 50+ for Aboriginal and Torres Strait Islander peoples) either living in an aged care facility or their home.
- Disability Royal Commission support. In late 2019 ADACAS was funded to provide support to people making submissions to the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability. The Disability Royal Commission is scheduled to run until the end of June 2022.
- Systemic advocacy, which aims to make positive change to policy, regulation and practice to better meet the needs of people with disability, people experiencing mental ill health, older people, and caregivers.

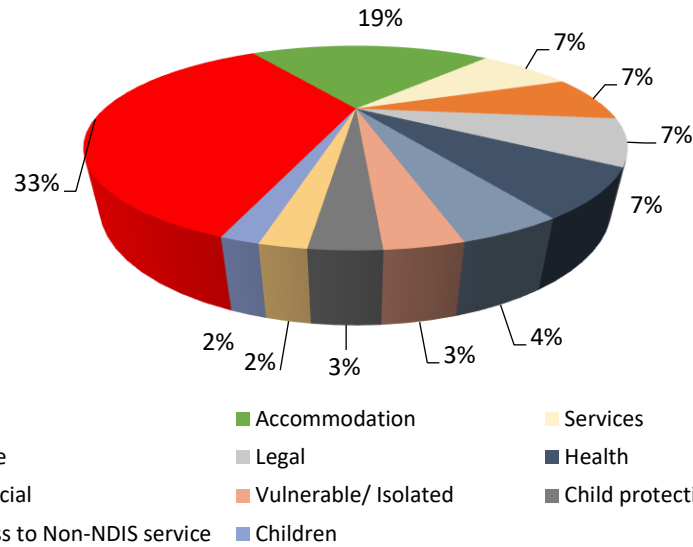


ADACAS Organisational Chart



ADACAS provided advocacy to 534 individuals over 626 various issues in 2018-2019

Distribution of Client Advocacy Issues 2018-19 (%)



NB: 'Other' includes the following issues which range from 0-1% in value; Discrimination, Employment, Education, Recreation, Disability Service Complaint, Transport, Physical access, Equipment aids, Government payments and community inclusion.

During 2018-2019 one third of issues faced by advocates related to the NDIS

About the role

Accounts staff are primarily responsible for management of ADACAS finances, up to financial management reporting, under the supervision of the Finance Officer, who in turn support the Business Manager in many of the operational functions that promote the smooth running of the office. Communication skills will be important as liaising with external parties including suppliers, and on-going internal correspondence is heavily relied upon. ADACAS' client base include people with disability, people experiencing mental ill-health, older people, and carers, therefore a professional mien is essential to this role. As ADACAS is a community organisation, developing a basic knowledge of the community sector will also be required. Accounts staff will seek to improve the quality of their work through an ethos of continuous improvement via reflective practice, training and education provided internally and externally to ADACAS.

POSITION RESPONSIBILITIES

Accounts Payable (AP)

- Check supplier invoices and expense claims for accuracy, appropriateness, and correct account coding.
- Ensure that invoices are correctly approved for payment.
- Enter in all AP invoices and processing weekly/fortnightly payment runs.
- Maintain AP ledger ensuring no long overdue amounts.
- Point-of-contact for general suppliers' enquiries.
- Maintain appropriate hard copy files of all current period documentation and archive previous period documentation.

Accounts Receivable

- Receipt all payments received through MYOB.
- Manage debtors (mainly NDIS) and follow up outstanding money owed.
- Maintain AR ledger ensuring no long overdue amounts.
- Maintain appropriate hard copy files of all current period documentation and archive previous period documentation.

Accounts Assistance

- Support the Business Manager/Finance Officer in completing bank reconciliations and simple month-end journals.
- Review accuracy of information required for all financial transactions on an ongoing basis.
- Where applicable, assist with analysis of data to identify efficiencies, cost controls and improved business practices.

Payroll Functions

- Support the Business Manager/Finance Officer in processing fortnightly payroll.
- Support the Business Manager/Finance Officer in processing monthly superannuation payments

General

- Continuously review accounts processes to ensure best practice and adherence to accounting standards, policies and procedures.
- Provide support to the Business Manager/Finance Officer to ensure the timely and accurate completion of all finance and accounting tasks.
- Other ad-hoc duties as required by the Business Manager/Finance Officer.
- Maintain a logically accounts filing system.

Reporting

- Support the Business Manager/Finance Officer in the preparation of funding reports as per reporting requirements and deadlines.
- Record and input information accurately into the ADACAS Case Management System (CMS) within agreed timeframes, where necessary.
- Provide fortnightly timesheets, which reflect actual working hours when compared with the CMS, to the Finance Officer.

Quality assurance

- Apply a continuous improvement and quality assurance ethos within areas of responsibility.
- Work individually as well as part of the ADACAS team to achieve and improve the quality of client outcomes.

- Contribute to the development and improvement of the ADACAS quality management system.

Member of the Staff Team

- Demonstrate a knowledge of and commitment to the rights of the people ADACAS works with.
- Actively participate in staff meetings, along with planning, budget and other meetings that may require staff input.
- Undertake regular supervision and performance appraisal with the Business Manager.
- Demonstrate and model cultural competency in everyday work.

Administration and organisation

- Model effective time management in line with ADACAS policy.
- Ensure scheduled meetings and appointments are attended.
- Ensure all duties are undertaken within the hours allocated to the position and manage this time to limit the requirement for overtime.

Selection Criteria

In order to be selected for this position, applicants first need to demonstrate how they meet the essential and desirable criteria associated with the role. The included Position Description provides information about the general duties of the role. In this case you are applying for a role which has a principal focus on Accounts Assistant, and the selection criteria below reflects this. Applicants are to write a brief statement of claim addressing the criteria below.

CRITERIA:

1. Personal Qualities (Desirable)
<ul style="list-style-type: none"> • A commitment to human rights and social justice for all people. • Motivated to achieve results
2. Skills (Essential)
<ul style="list-style-type: none"> • Proven ability in the use of accounting information systems and Microsoft products. • Proven ability to organise work, meet deadlines and show initiative. • Ability to maintain accounting/client files ensuring privacy and confidentiality.
3. Knowledge and Experience (Desirable)
<ul style="list-style-type: none"> • Sound working knowledge and experience in accounts processing, including accrual accounting and account reconciliations. • Proven experience working and adapting to a fast-paced environment. • Proven experience performing other (ad-hoc) duties as requested. • MYOB proficiency
4. Qualifications (Essential)
<ul style="list-style-type: none"> • Tertiary qualifications; working towards an accounting qualification or similar

Equal Employment Opportunity (EEO)

ADACAS is an advocacy agency based on the foundation of fundamental human rights and social justice for all people. ADACAS is an organisation which values and celebrates diversity. ADACAS recognises that this diversity, as demonstrated by the infinite variety of people, is a natural occurrence which adds to the richness of ADACAS, our community, and our own lives.

We recognise that the community as a whole becomes richer and stronger when people with different life experiences are able to make their contribution. As the broader community comes to experience and accept “different-ness” within itself, so the lives of people who are made vulnerable to discrimination and marginalisation, in particular, through disability or age-related disability, are made more secure and fulfilling. It is within this context that the ADACAS EEO policy has been developed.

The ADACAS Management Committee is committed to ensuring that people who are the most competent, in their personal attributes, skills, experience and qualifications, and committed to promoting, protecting and defending the rights and welfare of people made vulnerable through disability and/or age are employed by ADACAS. ADACAS is an “equal opportunity” employer. ADACAS will not unlawfully discriminate against anyone in employment policies and practices, including recruitment, training, development and promotion, on the basis of;

- age;
- gender and transgender;
- sexual identity and preference;
- pregnancy;
- disability;
- race, colour, ethnic or ethno-religious background, descent or nationality;
- marital status; and
- carer’s responsibilities.

How to apply

Your application should consist of:

- A statement demonstrating how you meet the selection criteria
- a résumé
- details of 2 referees (email and phone contact) who can verify your claims
- a covering letter explaining why you are interested in this role

E-mail your application to:

adacas@adacas.org.au

Or you may send your application by post to the following address:

ADACAS, PO Box 3167, Weston Creek ACT 2611

(Please dispatch all postal applications in advance to ensure they are received by the closing date.)

Applications will close at 11:59pm on Monday 2nd November 2020.

What will happen then?

We can only acknowledge receipt of your application by e-mail, so please include your e-mail contact details as part of your application.

We will review all applications and short-list applicants on the basis of their claims against the selection criteria. Those people selected will be contacted to make arrangements for an interview. At that time, please let us know at this time if you have any special requirements in respect of your interview.

After the interviews ADACAS will make an interim decision, based on your claims against the selection criteria and your performance at interview. We may contact your referees to verify your claims and our findings and will request a Police Check as part of the Working with Vulnerable People Check for the preferred applicant, (see below). We will then contact you to discuss details of when you might start work etc.

If you are not successful once interviewed we will advise you in writing. You may request additional information on why you were not successful by arranging a return contact time to discuss the outcome.

Police Check/ Working with Vulnerable People Check

At ADACAS, an staff will work with people with disability and older people who are disadvantaged and/or vulnerable. To ensure the safety of our clients a police check and a Working with Vulnerable People Check (WWVPC) will be conducted on all ADACAS employees. ADACAS will meet the costs of the Police Check and WWVPC.

If you are being considered for appointment, ADACAS will ask you to forward a signed authority form for the Police Check and WWVPC. If you do not forward the authority form within 5 days, we will assume you no longer wish to continue with your application.

It may take several weeks for the check to be completed, and ADACAS may appoint you on an interim basis pending receipt of the police report and WWVPC. If this occurs you will be asked to sign a statutory declaration that you are a fit person to interact with vulnerable clients. In the event the report reveals convictions as detailed above, your employment may be terminated.

Conditions of Employment

ADACAS employs staff under conditions which are equal to or better than those contained in the Social, Community, Home Care and Disability Services Industry Award 2010. A copy of the Award is available for perusal at the ADACAS offices.

The salary range for the position has been mentioned and the range will be dependent on the individuals level of skill and experience. Salary Packaging up to \$30,000 grossed up is available.

The position is ongoing subject to funding. The hours are based on the fore-mentioned documentation provided. A six month probation period will apply.

ADACAS hours of operation are 9am to 5pm Monday to Friday. ADACAS is a “family friendly” agency, and hours/days of work will be negotiated to ensure a mutually beneficial arrangement. Additional work beyond these hours may be offered to staff occasionally.

More information about this position

In this position you will generally be working within the accounts and administration teams of ADACAS. Your duties are covered in the Position Description.

ADACAS will provide you with a detailed orientation and induction to the agency and your new job.

Where to get more information:

The ADACAS website is www.adacas.org.au or contact the Business Manager, Deshawn via email deshawn@adacas.org.au or phone (02) 6242 5060

Thank you again for your interest.

Yours sincerely,

A handwritten signature in black ink that reads "Michael Bleasdale". The signature is written in a cursive style with a large initial 'M'.

Michael Bleasdale
Chief Executive Officer