

Regional Youth Support Services Position Description

Finance Manager

Contract Duration – 12 months

Regular Hours – PT 24 hours per week

Rate of Pay - SCHADS Award 5

RYSS takes great pride in delivering support with compassion, initiative, the highest respect for human rights and social justice. All support and client engagement at RYSS embraces a Strengths-based approach when addressing and meeting the needs and goals of young people. Our Vision is to provide opportunities for young people on the Central Coast to be better equipped to meet life's challenges.

Regional Youth Support Services, Inc. ('RYSS') Summary

For 30 years, RYSS has been a point of access on the Central Coast for high quality services and facilities specifically tailored for young people. In that time, RYSS has grown as a community based, non-government organisation to be the largest locally based provider of youth specific services in the region - today delivering a range of youth work support, information, advice, and referrals, case work, advocacy, youth specific disability services, as well as programs, events, and activities that support and encourage young people as they develop their skills and abilities in living independently on the Central Coast.

RYSS maintains a close-knit, focused, professional, and supportive team of Case Managers, Support Workers, Arts Practitioners, and Specialist Intervention staff, to foster and further develop social, financial, and education networks with young people, in order to build capacity, engage the support of referral services and specialised skills programs and facilities in order to best meet the individual needs and personal goals of young people across The Coast.

RYSS provides a shopfront service centrally located in the heart of the Gosford CBD, among over half a dozen other Youth Services including ET College, the Aftercare Resource Centre, Post-School Options, and VERTO Employment. From this Shopfront service, RYSS delivers Early Intervention support, a range of Arts Programming, the Indigenous Justice Case Management Program, Skills-Based Group programs, Transitional Supported Accommodation, and Disability Support, as a registered Disability Support Provider under the NDIS. RYSS provides these supports across the entire Central Coast, supporting young people in their homes, schools, and in their communities.

Core Values

Potential — Recognise, nurture and develop creative potential

Inclusion — Accept and embrace diversity and inclusion, through service delivery and community action

Community — Promote participation of young people in their communities, through partnerships and advocacy

Excellence — Aim to provide centres of excellence in all aspects of services through professional, ethical and respectful practice

Empowerment — Encourage self-determination by exploring options, challenging obstacles, promoting independence, and supporting informed choices. We foster self-confidence and innovation

Outcomes:

RYSS delivers support to young people in line with:

- The principles of the Disability Support Standards, and within the expectations outlined within the Operational Guidelines of the National Disability Insurance Scheme (NDIS).
- The Early Intervention model of support identified under the FaCS Targeted Early Intervention Framework

These principles form the basis for RYSS KPI measures. All provision of support:

- Promotes the Rights of the Individual
- Encourages Community Participation and inclusion, and strives to develop the individuals' community networks and support mechanisms that foster independence
- Encourages young people to be directly involved in setting goals that align with their own personal needs, to ensure a person-centred approach to support
- Articulates the RYSS feedback mechanism, to ensure young people have consistent and simple access to engage in the design and delivery of their own supports. This access extends also to the inclusion of information about services external to RYSS, that may be accessed by the individual.

At all times, RYSS support ensures that:

- Children and Young People are safe from harm and injury
- Children, Young People and their families have access to appropriate and responsive services if needed

Responsible to:

The Finance Manager reports directly to the CEO, then to the Operations Manager. The RYSS Management Committee is The Employer.

The Role

The Finance Manager role is a part time position, usually located at RYSS Gosford office. The Finance Manager is responsible for the recording, maintaining, and presenting of all financial records for the organisation. The role exists to support the financial operations of RYSS and ensure the financial and annual statutory reporting and compliance, the provision of financial support and implementation of financial policies of RYSS.

The role also supervises the provision of Payroll functions, Accounts Receivable and Accounts Payable as provided by the Finance Officer(s).

The RYSS Committee directs all financial queries via the CEO

Expectations of the position – Summary

As directed by the CEO, ensure all financial records are maintained to the highest standard. This will include:

- Prepare, present and monitor RYSS Budgets, including Profit & Loss budgets for each Program and project
- Prepare and present monthly budgetary summaries for each RYSS program and project
- Maintain rolling budget forecasts for the organisation
- Process payroll for the organisation
- Provide expert technical advice to the CEO and Operations Manager on all Financial aspects of the organisation
- Providing regular feedback to the CEO & Operations Manager on current and operating financial elements of RYSS programs and projects, and ensure all financial records are complete, up to date and maintained to the highest professional standard.
- Prepare and present required information for internal and external auditing
- Collect, analyse, and summarise financial reports trend summaries
- Provide technical input into reviewing and updating organisational policies and procedures related to the role
- Hold a high level understanding of financial computer applications (MYOB), and an aptitude to learn new programs/online/cloud based environments
- Provide input into financial elements of grant and tender applications
- Ensure Financial compliance with all relevant state, federal and local legal requirements including acquittal obligations under funding agreements
- Maintain a high level understanding of all financial aspects of the National Disability Insurance Scheme ('NDIS')
- Provide input into the review of the position and financial reviews of RYSS programs and projects

- Remain up to date on all financial elements of Insurance, workers compensation, Risk Management & WHS, including changes in legislation and compliance matters
- Supervise and direct tasks of Finance Officer roles, including the provision of regular 1:1 supervision
- Attend all training as directed by the CEO
- Operate within the organisations policies and procedures at all times

Expectations of the position - Skills

- IT – High level ability & knowledge of Microsoft Office products including Sharepoint and Outlook, MYOB, and experience with web and cloud based applications.
- Communication – ability to communicate in an effective and efficient manner both written and verbally, to ensure the message being conveyed is understood by the intended audience, including ability to convey complex financial information to all levels of the organisation, including staff not trained in Financial matters.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and ensuring interpretation is correct.
- Organising, Planning, and Prioritising Work — Developing specific goals and plans to prioritise, organise, and accomplish work.
- Conflict resolution, mediation and Negotiation — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- Decision Making and Problem Solving — To be able to research and analyse information and evaluate options to choose the best, most appropriate solution to solve problems.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Documentation and Recording of Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic form displaying high levels of accuracy and attention to detail
- Monitoring — To be able to monitor, evaluate and assess the performance of self and direct reports, and to be able to suggest improvements.
- Current drivers' licence

Expectations of the position - Knowledge

- Understanding of particularities of Not-For-Profit Financial Management
- Knowledge of Local services and agencies on the Central Coast

Expectations of the position - Experience and Qualifications

- Minimum Diploma Level Qualification in relevant field (Finance)
- Current Membership of an applicable Financial Association
- Minimum 5 years' experience in a similar role
- Demonstrated experience in accounting, including multi-program reporting (preferably in a not-for-profit environment)
- Proven experience in the use of MYOB, and further knowledge of other accounting software, and familiarity in cloud based-applications.
- Current First Aid Certificate, practical understanding of WHS

Position Responsibilities

AREA OF RESPONSIBILITY	KEY PERFORMANCE MEASURE
Prepare the organisations budget	<ul style="list-style-type: none"> • Work with Operations Manager and CEO to update and create a yearly Profit & Loss budget for each program (with consolidated totals) and a consolidated Cash Flow budget. Be aware of staff wage increases and other incremental increases. • Report actuals against budget on a monthly basis for each program • Maintain rolling forecasts (i.e. year-to-date actuals plus remaining budget) to ensure acquittal requirements are met.
Process payroll in a timely manner	<ul style="list-style-type: none"> • Staff award increases, prepare employee timesheets, enter data into MYOB, monitoring payments

	to employees, reconciling, reimbursing employees and processing wage garnishments
Provide expert technical advice to CEO and Operations Manager as required establishing good communication skills	<ul style="list-style-type: none"> • To be available for information and preparation/reporting on financial matters using interpersonal skills and simple explanations. • Answer accounting procedure questions. Researching and interpreting accounting policy and regulations for RYSS. • Participate in strategic planning matters as part of management team
Uphold policies and procedures at RYSS	<ul style="list-style-type: none"> • Abide by RYSS code of conduct and act respectfully at all times. • Understand and uphold the policies and procedures of RYSS.
Financial record keeping and debt collecting. Account receivable and payable.	<ul style="list-style-type: none"> • Accounts payable: Enter all invoices into MYOB and pay bills, match against purchase orders, obtain approval for payment with code • Accounts Receivable: Bill all customers for goods and services, prepare and send invoice. Once a month send out customer statements with past due invoices. Monitor debt levels and compliance with debt covenants. • Arrange specific payments- fee for service, (e.g. FaCS) • Be responsible for all payments received • Keep accurate records and back-ups on all files/outlook. • Manage the organisation cash flow
Prepare special financial reports by collecting, analysing and summarizing accounting information and trends	<ul style="list-style-type: none"> • Provide Operations Manager/CEO with specific performance outcomes for future quality improvements and planning. • Provide monthly financial report to the CEO on debtors.

	<ul style="list-style-type: none"> • Provide monthly financial reports to the Committee – summarise current financial status by collecting information, preparing balance sheets, profit and loss statement, budget/YTD and general reports. • Prepare a monthly 'Dashboard' report in conjunction with the Operations Manager, linking financial performance with outputs
Responsible for creating and updating financial policy and procedures	<ul style="list-style-type: none"> • Ensure that all financial policy and procedures are current on at least an annual basis and are clear and easily understood (note the Committee and CEO authorise all policy amendments). • Maintain current versions of financial policies via the shared network drive for access by all Staff and Contractors. •
Understanding all areas of computer operation to enable the provision of advice and assistance	<ul style="list-style-type: none"> • Updating MYOB and excel as required. • Check and respond to all emails and other correspondence. • Update software systems and antivirus when needed. • Secure financial information by regularly completing database backups. • Manage electronic banking platform and ensure appropriate security protocols are in place to protect organisation financial resources
Provide assistance on grant applications	<ul style="list-style-type: none"> • Build costing model for each grant application or EOI • Allocate all finances into correct categories and provide the Operations Manager/CEO with acquittals as required for grants.
Comply with federal, state and local financial legal requirements	<ul style="list-style-type: none"> • Prepare and lodge each month/quarter: IAS, BAS, pay superannuation liability. • Provide information to auditor in a timely manner each year.

	<ul style="list-style-type: none"> • Complete annual workers compensation declarations • Prepare annual payment summaries. • Monitor FBT implications of salary packaging arrangements and prepare FBT calculations annually for lodgement of FBT return. • Prepare annual ACNC submissions and ensure Charity register is maintained within statutory timeframes. • Study existing and new legislations, advising CEO on needed actions and adherence.
Insurance and workers compensation renewals and payments	<ul style="list-style-type: none"> • Be aware of due dates – send quotes to the CEO at least 2 weeks prior to assess. • Ensure this is paid, correct and up to date.
Contribute to Risk Management assessment and monitoring	<ul style="list-style-type: none"> • Set up and maintain the Risk Register. • Participate in a monthly meeting of relevant staff to discuss Risk Management issues and document agreed actions.
Keep up to date WH&S	<ul style="list-style-type: none"> • Attend training when asked. Keep up to date with financial risks.
Attend all training as directed by Manager	<ul style="list-style-type: none"> • Maintain professional and technical knowledge by attending workshops, reviewing professional publications and establishing personal networks.
Behave in a professional manner	<ul style="list-style-type: none"> • Be punctual • Dress appropriately – in uniform, neat, tidy, professional appearance.
Maintain confidentiality	<ul style="list-style-type: none"> • Maintain confidentiality and protect operations by keeping financial and personal information confidential.

Develop, control and administer a financial records management system	<ul style="list-style-type: none"> • Keep up to date records in all areas of both hard and soft copy. • Continuous improvement of financial and record keeping systems and implement improvements in consultation with CEO
Keep up to date with policies and procedures	<ul style="list-style-type: none"> • Read and be aware of all policies and procedures
Attend staff meetings & Team Development	<ul style="list-style-type: none"> • Attend administration and other meetings & development events as requested by Operations Manager or CEO. Be active in implementing plans and any changes discussed.
Keeping accounting information up to date	<ul style="list-style-type: none"> • Create payment plans for families in need (report these to Operations Manager for Committee report). • Keep NDIS payments up to date fortnightly. • Send out invoice – email and post. • Enter payments received into NDIS and fee system • Download data into accounts and follow up with debts accrued • Petty Cash

Salary

SCHADS Award Level 5

Continuance of this position is subject to funding and satisfactory work performance. Salary Packaging is offered with this role in accordance with Public Benevolent Institution requirements, and is available following satisfactory performance during the probationary period (Not available while the Probationary period is in effect).

Private and other income sources may supplement this position.

Probationary Period

All RYSS employment is offered on condition of a probationary period of three (3) months, at which point suitability and performance within the role will be reviewed.

Essential Criteria – All items must be addressed in writing, to be considered for this role

1. Demonstrated abilities in accounting with sound knowledge and experience in budget creation and management, multi-program reporting (preferably in a not-for-profit environment), job and activity-based costing and working within strict timeframes
2. Demonstrated ability to ensure quality services and improvement in book keeping and accounting
3. Relevant qualifications (minimum Diploma level)
4. The ability to work independently and as a part of a multi facet team.
5. A calm, collaborative and flexible operational style and superior customer service skills with the ability to work in high pressure environment when required and deliver effective operational outcomes
6. Well-developed written and verbal communication skills with the ability to communicate effectively with staff and stakeholders
7. The ability work with a range of community groups and establish strong networks across the Central Coast region and some understanding of community and sponsorship programs.
8. A practical understanding of WHS
9. Proven computer skills and proficient in MYOB, electronic banking software and other software as required.

NOTE: Must have a current National Police Check and Working with Children Check Clearance for suitability for working with children, youth and vulnerable people and comply with relevant legislative requirements.

Desirable Criteria

1. A good working knowledge of the Community Services sector on the Central Coast
2. Practical experience with web and cloud-based applications