



SENIOR FINANCE OFFICER | NSI HOUSING COOP

- Opportunity to provide a quality financial service to a multi-faceted business
- Work/life balance
- Salary packaging and other benefits available

About the Opportunity

The NSI Housing Coop was established to provide affordable housing to the community as well as community services. Currently NSI Housing Coop operate accommodation and housing services; aged care via the Residential Aged Care Facility (Nareeba Moopi Moopi Pa) and Community and Home Services (Minjerribah Respite Centre).

About the Role

The role will support the the accurate and timely processing of all financial administration and management for the organisation, including accounts payable/receivable and payroll management. The position will also have oversight for meeting our financial compliance requirements including insurance and memberships as well as financial end of month/year processes and ensure accurate and timely reports for the Board of Directors.

The successful applicant will have

- A Degree in Financial Management or Accounting, and /or demonstrated equivalent relevant experience that demonstrates your operational experience in Financial Management
- Experience working in the Aged Care sector with an understanding of financial systems that relate to aged care financial reporting
- Excellent organisational and administrative skills, including effective time-management, analytical skills, high-level attention to detail, and ability to deliver quality work with limited supervision.

If you are interested in this role or for a copy of the position description and key requirements, please email admin@nsihousing.org or contact 07 3409 9340.

NSI Housing CoOp is located at Dunwich (Goompi) on North Stradbroke Island which is a ½ hour boat ride - each way - from the mainland. Part time and flexible working arrangements may be considered.

Applications are to include:

- Covering Letter and Resume |
- Written response to the Key Selection Criteria, provided in the Position Description

NSI Housing CoOp is an Equal Opportunity Employer and strongly encourages Aboriginal and/or Torres Strait Islander applicants to apply. Appointments are subject to a satisfactory National Criminal History Check, and evidence of Covid vaccinations.



North Stradbroke Island Aboriginal and Islanders Housing Cooperative Society Ltd

Position Title	Senior Finance Officer
Location	Housing Office, 18 Welsby Street, Dunwich
Employment Status	Full-time for 38 hours per week. Part time hours may be considered.
Position Reports to	General Manager
Date Approved	May 2022

Organisational Context and Environment

North Stradbroke Island Aboriginal & Islander Housing Society (the Housing Co-op) has a long history of providing services to the local community. Our services include long term affordable housing to traditional owners, including accommodation at the Myora Caravan Park; and Aged Care Services including residential aged care and in-home and community services for clients living in their home. These services are delivered by our Service Centres – Housing (18 Welsby Street, Dunwich) Minjerriba Respite Centre and Nareeba Moopi Moopi Pa Aged Care.

Purpose of position

The purpose of the Senior Finance Office is to oversee the accurate and timely processing of all financial administration for the organisation, including accounts payable/receivable and payroll management. The position will also have oversight for meeting our financial compliance requirements including insurance and memberships as well as financial end of month/year processes and ensure accurate and timely reports for the Board of Directors.

Duties and Responsibilities

Financial Operational Management

- Ensure the accurate and timely management of accrual accounts with MYOB Advanced, data entry, accounts payable and receivable, journals and General Ledger reconciliations.
- Undertaking reconciliation, BAS, job coding (income/expenditure), budget preparation, invoicing and records management including Bank and Credit Card reconciliation.
- Monitoring and implementation of budgets and work with Management to establish strategies to improve processes and optimize costs with subsequent advice to the General Manager, the Finance Sub Committee and Board.
- Financial analysis of operational and financial data collected from across the business units with the view to draw observations and establish trends and models that will support business decisions.
- Monitoring and implementation of Government funding and acquittals.
- Monitoring and implementation of residential subsidies, charges, and financial accountability.
- Manage and monitor compliance of policies including insurance and membership dates.
- Working with financial auditors to complete year end audit processes and end of year financial reporting including the ACFR.

Payroll:

- End to end processing and ongoing maintenance of the weekly payroll system. Including
 - Updating and maintaining payroll records.

- Interpreting Modern awards/agreements and employment contracts in relation to overtime, shift allowances, penalty rates etc. and subsequent updates
- Reconciliation and payment of payroll, superannuation and tax.
- Management of termination payments.
- Liaising with staff and management on payroll related queries.
- Maintaining leave reports (including annual leave, personal leave, parental leave, unpaid leave etc.) Maintenance of QLeave obligations and responsibilities along with providing advice to managers on leave management.

Reporting and Compliance

- Preparation of monthly accrual accounts and in a timely & accurate manner, whilst adhering to other competing deadlines. Management reporting including Consolidated P&L and Balance Sheets, Business unit P&Ls, Consolidated P&L Budget to Actual, along with a Finance Report Summary, all to be presented to the board monthly.
- Preparation of scheduled reports and activities including scheduled monthly, quarterly, half and yearly tasks in line with the Compliance Register.
- Review of annual budgets and provide analysis, utilising cash flow forecast modelling;
- Ensure the maintenance of the Fixed Asset Register and asset management processes.
- Work as a highly independent worker, but also as an integral part of the team.
- Communicate effectively and openly in the workplace.
- Complete tasks in a timely manner and meet strict deadlines.

Teamwork Duties:

- Work as a highly independent worker, but also as an integral part of the team.
- Communicate effectively and openly in the workplace.
- Complete tasks in a timely manner and meet strict deadlines.
- Participate in professional development including self-directed learning and required training.
- Demonstrate knowledge of occupational health & safety, and equal employment opportunity and comply with associated organisational policies.

Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. The Housing Co-op can direct you to carry out duties which it considers are within your level of skill, competence and training.

Key Selection Criteria

1. Degree in Financial Management or Accounting, and /or demonstrated equivalent relevant experience that demonstrates your operational experience in Financial Management and account reporting requirements in reporting for management and the board, forecasting, budgeting and analysis of key performance indicators.
2. Demonstrated understanding and experience of at least three (3) years in undertaking processing for a multi-faceted, medium sized organisation including financial and payroll systems.
3. Experience working in the Aged Care sector with an understanding of financial systems that relate to aged care financial reporting
4. Experience that demonstrates your operational knowledge of the Microsoft Office Suite including Word and Excel, including access to external programs to progress experience with databases and the ability to effectively utilise management information technology systems.
5. Demonstrated experience with MYOB Advanced for the full financial function, banking, payables, receivables, people and finance.
6. Demonstrated understanding and respect of cultural needs and requirements.
7. Excellent interpersonal and communication skills and the ability to communicate with all levels of management and staff to effectively share information.
8. Excellent organisational and administrative skills, including effective time-management, analytical skills, high-level attention to detail, and ability to deliver quality work with limited supervision.

Additional requirements

- Maintain a current drivers licence.
- Covid and flu vaccinations as directed by Health Directives and relevant to your position and location of work.
- As required by Aged Care funding, three (3) yearly criminal history checks with no disclosable outcomes that preclude you from this position especially in the area of financial management.