



THE JUNCTION NEIGHBOURHOOD CENTRE INC (JNC) JOB DESCRIPTION

BUSINESS SERVICES SUPPORT OFFICER

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| Job title | Business Services Support Officer [Accounts & Administration] |
| Program | JNC Operations |
| Date | June 2017 |
| Reporting and requirements | Reports to: Business Services Manager Direct Reports: None |
| Status | Part Time |
| Hours | 7 hours per week [Must be available Mondays] |
| Award and Level | Social, Community, Home Care and Disability Services (SCHADS) Award Award Level 5 transitioned from NSW SACS Award Grade 3 Attractive above award salary and conditions |
| Location | Predominantly based at Maroubra with some work at Randwick, Bondi Junction and Glebe as required |

Purpose of Position

The Business Services Support Officer position provides assistance in the operation of Business Services at The JNC with a focus on accounts, payroll and administration. The Business Services Unit is responsible for management and delivery of JNC accounting and financial management, fleet management, procurement, insurances, premises management, information and communication technology services and other business services to support the operations and services deliver of the JNC. The Business Services Manager supports the General Manager in day to day operations of the centres and in organisational development.

Responsibilities

In accordance with JNC policies and procedures and program processes and systems:

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| Planning, budgeting and reporting | <ul style="list-style-type: none"> • Actively participate in development of the JNC's Strategic Plan • Participate in the implementation of risk management planning processes • Financial decision making under delegation • Provide timely and relevant reports for consideration by Business Services Manager, General Manager and the Board |
| Service delivery – business services accounts and administration | <ul style="list-style-type: none"> • Using MYOB undertake bookkeeping tasks at JNC, including, but not limited to: <ul style="list-style-type: none"> ○ Credit Card reconciliation ○ Collection and reconciliation of fees from all programs ○ Management of petty cash ○ Banking ○ Invoicing ○ Preparation of accounts and bill payment ○ Processing payroll when required, including fortnightly processing of wages, leave requests and salary sacrifice arrangements |

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| | <ul style="list-style-type: none"> • Assist with coordination of external services provided to the JNC • Filing and record keeping • General administration tasks • Assistant in administration and preparation for Board meetings and AGM • Uploading information on to Quality Management System • Develop and implement procedures and policies for Business Services • Participate in rostering to ensure centre coverage |
| Teamwork | <ul style="list-style-type: none"> • Participate in building a strong team across the JNC and in Business Services Unit • Plan and contribute actively to team meetings in Business Services Unit |
| Lead development of a positive, collaborative and respectful culture | <ul style="list-style-type: none"> • Actively participate in building a positive work culture and ensure wellbeing of staff and staff morale in program area • Promote and actively model JNC values, Core Principles and code of conduct to all staff, clients, partners and stakeholders • Work actively and collaboratively as a member of the Coordinators and Managers Group to achieve JNC wide work objectives |
| Active participation in the organisation | <ul style="list-style-type: none"> • Implement policies and procedures at organization wide and program specific levels and comply with all organizational policies and procedures and compliance with WHS, Child Protection, EEO and other legal requirements. • Contribute to JNC meeting Work Health & Safety (WHS) requirements, that self and staff team are responsible for reading, understanding and abiding by the organisation's WHS policies • Take reasonable care of the health and safety of self and others and co-operate with the Management Committee and Leadership Team in its efforts to comply with WHS requirements. • Liaise with other employees to ensure health, safety and welfare at work, provide and maintain safe places of work, equipment and systems of work under WHS legislation. • Provide input to the collection of organization wide statistics • Actively participate in professional development and training and in JNC wide staff meetings and staff development activities |

Performance measures

- Demonstrate personal commitment to JNC Values, Core Principles, policies and procedures
- Team feedback is positive
- Accounting and administration tasks are accurate
- Accounting and administration tasks are done in a timely way

Selection Criteria

Essential Criteria

1. High Level administration skills
2. Accounting or bookkeeping qualifications and/or demonstrated equivalent experience
3. Experience in using MYOB Financial Systems for accounting and payroll
4. Intermediate skills in Excel
5. Experience in book keeping
6. Excellent verbal and written communication skills

7. Strong attention to detail and accuracy in work
8. Current Driver's License Class C

Desirable Criteria

1. Ability to speak a community language
2. Access to a comprehensive knowledge of financial management in an Non-government Organisation

Applicants must be willing to undergo a Police Check and have a Working With Children Clearance.

About The Junction Neighbourhood Centre

Strengthening communities and building connections

Our Vision

The vision is for The Junction Neighbourhood Centre to contribute to, and be part of a community that works together for reconciliation, fairness, justice, acceptance and tolerance for all.

Our Values

The Junction Neighbourhood Centre believes in these values:

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| Social justice | People have fair and equitable access to opportunities, resources and quality, enabling services that make a positive difference in their lives |
| Participation | Everyone can be involved in community life and to have a say in decisions that affect them |
| Respect | People acknowledge and value the strengths and capacities of others, the community celebrates diversity and we strengthen our commitment to reconciliation. |
| Collaboration | Working together with communities and partners on common issues to enhance the quality and sustainability of our services in the community. |
| Accountability and professionalism | Delivery of quality client services with accountability for our work and responsive communication. |

Core Principles for the JNC staff team

| Principle | Key Behaviours |
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| Cultural Inclusiveness | <ul style="list-style-type: none"> ▪ We abide by the principles of Cultural Safety, developing and demonstrating awareness and acceptance of culture, identity and beliefs. ▪ We incorporate this awareness into workplace practices so that staff and clients feel safe, respected and valued. ▪ We accept mutual responsibility for sharing relevant knowledge, meaning and experiences to support our inclusive culture. |
| Respect | <ul style="list-style-type: none"> ▪ We enable a positive, inclusive and fair workplace. |

| Principle | Key Behaviours |
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| | <ul style="list-style-type: none"> ▪ We value our work, ourselves and others. ▪ We treat each other and our clients with dignity at all times. ▪ We acknowledge each other's contribution to the success of the organisation. |
| Working Together | <ul style="list-style-type: none"> ▪ We share information, knowledge and skills across the organization. ▪ We create safe spaces to voice and hear opinions. ▪ We participate equally and cooperatively in partnerships. ▪ We build trust with a focus on integrity. |
| Learning & Growth | <ul style="list-style-type: none"> ▪ We adapt to change and new ways of doing business, and respond to challenges as opportunities. ▪ We take initiative in keeping our professional skills and knowledge up-to-date. ▪ We continually improve through innovation and creativity. ▪ We are proactive in our work. ▪ We each contribute to organisational sustainability. |
| Professionalism & Accountability | <ul style="list-style-type: none"> ▪ We deliver quality client services and provide exceptional customer service. ▪ We account for our work, accept responsibility for our own performance and disclose results in a transparent manner. ▪ We comply with JNC's policies and procedures. ▪ We are responsive, open and respectful when communicating with colleagues and other stakeholders. |

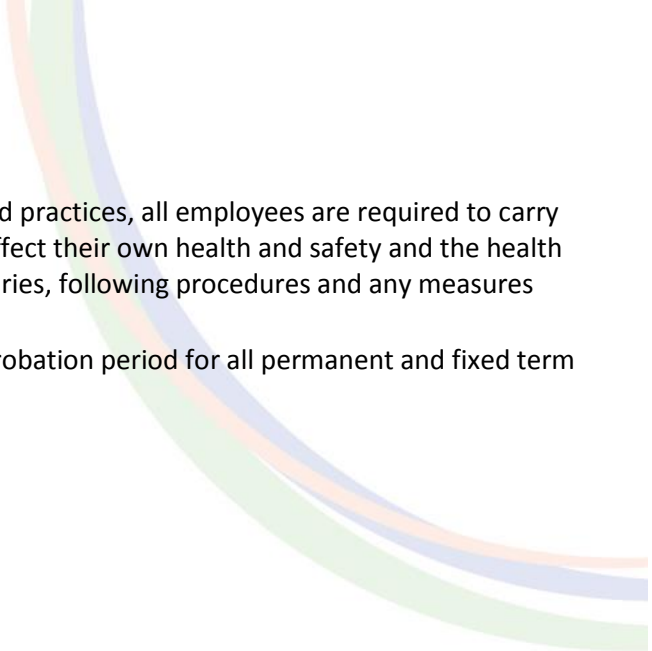
What we do

The Junction Neighbourhood Centre (JNC) provides a diverse range of community services and programs for the communities in Eastern Sydney and City of Sydney, with a focus on people who are socially isolated, disadvantaged and vulnerable. As a not for profit organisation operating for over 40 years, the focus of our work is strengthening communities and creating connections. We have community centres in Maroubra, Randwick, Bondi Junction and Glebe which provide community information and places for the community to meet and participate in a wide range of groups, classes and programs. We have capacity building projects targeting the Aboriginal and Torres Strait Islander communities and people who are socially isolated. We also offer specialised services for older people, people who have a disability and their carers, for families with children under 13 and training and volunteer referral services for agencies in the region.

More details about our programs and services can be found at www.jnc.org.au

Additional information about employment at the JNC

- The Junction Neighbourhood Centre is an equal opportunity employer
- Aboriginal and Torres Strait Islander people and people who speak languages other than English are encouraged to apply
- While each position has a regular location, staff may be required to work at any of our centres: Maroubra, Randwick, Bondi Junction and Glebe.
- Employment is subject to the satisfactory completion of a Police Check and a Working with Children clearance

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- In the context of our Work Health and Safety policy and practices, all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and the health and safety of others, by reporting all incidents and injuries, following procedures and any measures introduced in the workplace to improve WHS
 - Salary packaging is available after completion of the probation period for all permanent and fixed term contract positions