



Position description

Accounts Officer

About Community Gateway

Since 1976, Community Gateway has been supporting disadvantaged and vulnerable people, providing welfare and capacity building programs in Lismore, throughout Northern NSW and across the state. We are person-centred, values-driven, are committed to social justice and to the financial and social inclusion of every human being.

Community Gateway is a registered charity, is QIP accredited, assessed against the *Quality Improvement Council Health and Community Services Standards 7th Edition*, and is a child-safe organisation.

As an equal employment opportunity employer, we are committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people.

Our practice framework

Our purpose and practice framework demonstrates our commitment to our clients and the communities we serve. The framework ensures that our practice is evidence-based and is responsive to the needs of our communities, enabling positive social impact.

- Our vision is “*many tracks, one road, sustaining community.*”
- Our strategic priorities include *connection to community, progressive and planned growth and influence and leadership*
- Our values are *Integrity, Respect, Inclusion and Compassion.*

Our services

We deliver a broad range of services funded through state and commonwealth government, fee for service and philanthropic donations. Our services include:

- Financial Counselling
- Financial capability including no interest loans and budget counselling.
- State-wide financial inclusion coordination, including facilitation of the NSW Financial Inclusion Network.
- Aboriginal homelessness case management.
- Child and adolescent trauma counselling.
- Adult trauma counselling.
- Adult counselling for survivors of sexual assault.
- Parents Under Pressure program, enabling the growth of healthy relationships between parent and child.
- Family case management, supporting parents and children to create change that support life skills, attachment, and behavioural growth.
- Lismore community hub and outreach provide intake, assessment, assisted referral and a range of services to build community capacity.
- Emergency relief, supporting people in crisis.
- Volunteer management.
- Seniors' support, linking volunteers with older people experiencing social isolation.
- Accredited before school care, after school care and vacation care for school-aged children across Northern NSW.
- Supported playgroup.
- Choice Program – Sexual and reproductive health

More details about our organisation and services can be found on our website nrcg.org.au.



Position overview

Details

Position title

Accounts Officer

Branch

Business Support

Reports to

Senior Manager Business Support

Award

Social, Community, Home Care and Disability
Services Industry Award 2010

Level

Level 2

Term

Permanent Part Time

Probationary period

6 months

Location

Your position is primarily based at 76 Carrington Street, Lismore, NSW but you may be required to travel across the NSW Far North Coast region and to work at other sites during the course of your employment.

Summary

Primarily to support the accounts function of the organisation.

Selection criteria

Essential

1. Relevant certificate level qualifications and/or working experience in accounts payable
2. An understanding of working with confidential documents and established work processes
3. Ability to communicate with internal and external stakeholders
4. Experience in the use of Microsoft and database programs and accountancy software packages

Desirable

1. Experience using Reckon accounting software or similar

Additional requirements

1. Police Check

Position purpose and values

- Actively support Community Gateway's vision, strategic priorities and values.
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times.
- Operate in line with Community Gateway's policies and procedures.
- Promote and work within Community Gateway's practice framework.
- Operate within legal and regulatory framework.
- Positively promote a performance-based and collaborative culture.

Key accountabilities

Position accountabilities

- Electronic preparation and payment of invoices.
- Undertake general administration tasks including responding to all enquiries.
- Maintain all supplier records and contacts.
- Lodgement and payment of GST and PAYG taxes.
- Monthly bank reconciliations.
- Produce reports from database as required.
- Fleet vehicle administration.
- Pool vehicles checked monthly for any damage and servicing dates update the vehicle schedule to confirm tasks are completed as required.
- Pool vehicles are booked for servicing when due.



- Maintain all insurance records for vehicles.
- Check online monthly to ensure they are current.
- Accurately complete and maintain all comprehensive records, reports, client data, case notes and outcomes in accordance with Community Gateway's procedures.
- Provide monthly project reports incorporating findings, outcomes and project recommendations.
- Perform other duties as directed by management.

Professional accountabilities

- Actively participate in regular organisational supervision sessions.
- Meet agreed work plan and/or funding body targets.
- Actively participate in all team, branch and organisation-wide all staff meetings.
- Identify and develop risk mitigation strategies relevant to the role
- Contribute to the development of Community Gateway, through participation in organisation-wide planning and review process, performance planning reviews and other activities, as required.
- Pursue new skills and knowledge for personal and organisational development.
- Positively and constructively represent our organisation to external contacts at all opportunities.

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