

## **C4.26 APPLYING FOR A JOB AT BRISBANE YOUTH SERVICE**

### **Employment Package**

Thank you for your interest in applying for a position with Brisbane Youth Service Inc. (BYS). BYS is an equal opportunity employer and as such, the following information is provided to ensure that all applicants have an equal opportunity for preparing their applications. It is important that your application meets the requirements of this document.

#### **ORGANISATIONAL PROFILE**

BYS's vision is *"new futures for young people"*. We are a medium sized incorporated association providing holistic responses to vulnerable young people (aged 12 – 25 years) and young families who are experiencing homelessness or at-risk of becoming homeless. We provide transitional housing and crisis accommodation, tenancy support and a range of services and referral pathways to address physical and mental health issues, establish successful relationships and support networks and support to access education, training and long-term employment.

Brisbane Youth Service recently expanded its service offerings and geographical reach by merging the programs and services offered by Carina Youth Agency and Youth Emergency Services into BYS.

BYS is governed by a dedicated and experienced Board. Please refer to the attached BYS structure for information about the teams and programs.

#### **BYS SERVICES AND PROGRAMS**

BYS offers a holistic range of services that move from immediate needs through to planned support.

The current range of services provided includes:

- Transitional housing and tenancy support
- Crisis accommodation
- Specialist youth medical clinic including a Registered Nurse and sessional General Practitioners
- Intensive personal support and counselling
- Activities, arts and life-skills programs
- A women's only housing service
- Parent support services for young families including intensive support
- Information, health education, advice, support and advocacy across a range of issues
- Drug intervention, education and support.
- Needle and Syringe Exchange program
- Access to emergency financial assistance
- On-site visits from Centrelink and QPILCH (legal)

You can visit [www.brisyouth.org](http://www.brisyouth.org) for more details and information about BYS and the services we provide.

## **ABOUT THE ADVERTISED POSITION AND APPLICATION PROCESS**

### **THE POSITION DESCRIPTION**

The Position Description is attached and should be read carefully as it details the requirements, duties and selection criteria for the position.

### **YOUR APPLICATION**

A separate application must be submitted for each vacancy advertised. The application is to include the following:

- a) a completed Job Application Form.
- b) your responses to the SELECTION CRITERIA of no more than five (5) pages for all responses.
- c) your resume / curriculum vitae including the names, positions and telephone numbers of three referees who can comment on your competency regarding the selection criteria. Referees will only be contacted after an interview.
- d) Copies of relevant tertiary qualifications relevant to this position.
- e) Copy of evidence of right to work in Australia (E.G. Australian Passport, permanent residency or working visa) or make available at interview.

Advancement to the next stage of the selection process will be based on how well you demonstrate your ability to meet the selection criteria as well as relevant information contained in your resume.

In your responses, please provide examples that provide evidence that you have the relevant knowledge, skill or ability to fulfil this role. If you only state that you meet the selection criteria without demonstrating how you meet it and your competencies, it is unlikely that you will be short-listed for an interview.

### **SHORT-LISTING PROCESS**

As stated above, initial short-listing is based on your written responses and your resume.

Short-listing will occur within one week of the closing date and shortlisted applicants will be contacted for an interview during this week. Please refer to dates on page 4.

If you have not been short-listed, you will be advised of this in writing following the finalisation of the selection process.

### **INTERVIEW PROCESS**

Shortlisted applicants will be invited to attend an interview with the selection panel.

The selection panel will ask you questions relevant to the selection criteria and allow you to expand on your written submission. Each applicant will be asked the same questions and you may be provided with a copy of these questions fifteen minutes prior to your interview. A time limit will be set for the interview session to determine the interviewee's ability in time management.

Interview questions will be aimed at testing your knowledge and skills and may include scenarios. You should answer each question fully and succinctly to demonstrate your ability to take on this role. Time will

be allocated prior to the end of the interview for you to ask the panel questions about the role or the organisation.

You are welcome to bring samples of your work or other documents to share with the panel, which will assist in demonstrating your skills and experience.

#### REFERREE CHECKS

Referee checks are used to supplement the final selection decision. It is the responsibility of your referee to provide honest feedback about your knowledge, skills and abilities relevant to the selection criteria for the position.

At least one referee should be your most recent supervisor. If you are not currently in the workforce your referee should at least be in a position to comment on your abilities as they relate to the selection criteria.

If you have any concerns about the reference checking process, please raise them during your interview.

#### SELECTION

If you are selected for the position you will be contacted by telephone and offered the position. Should you accept, a formal written offer of employment will be forwarded to you including information detailing the terms and conditions of employment.

If you are not selected following interview, you will be advised of this in writing and advised that post selection feedback is available should you request it.

<b>For further queries about the position please contact:</b>	Sarah Page
<b>Phone:</b>	07 3620 2400
<b>Email:</b>	<a href="mailto:admin@brisyouth.org">admin@brisyouth.org</a>

***Applications close at 5pm 13 July 2018***

**Applications should be marked “Confidential” and made to the attention of:**

Sarah Page

<b>Email your application to:</b>	<b>Or post to:</b>	<b>Or deliver to:</b>
<a href="mailto:admin@brisyouth.org">admin@brisyouth.org</a>	PO Box 1389 Fortitude Valley, QLD 4006	42 McLachlan St Fortitude Valley, QLD 4006

#### ATTACHMENTS:

C4.27 Position Description

C4.25 Job Application Form

**POSITION DESCRIPTION**

<b>Position title:</b>	Finance Coordinator		
<b>Program/Team:</b>	Corporate Services		
<b>Employment type &amp; hours</b>	Full Time 38 hours per week		
<b>Employment Award</b>	SHADS	<b>Remuneration:</b>	Level 5 \$76,835- \$80,761 p.a.
<b>Working from:</b>	Fortitude Valley		
<b>Reporting relationships:</b>	Reports to the Corporate Services Director Line Manages Finance Officer		
<b>Effective date:</b>	March 2018		
<b>Qualifying period:</b>	6 months		
<b>Primary purpose of position:</b>	This position is responsible for maintaining financial, accounting and payroll services to meet legislative responsibilities and organisational requirements.		
<b>SELECTION CRITERIA</b> - Applicants shall be assessed against these selection criteria. Applicants need to provide written responses to the selection criteria below of no more than four (4) pages.			
SELECTION CRITERIA	<ol style="list-style-type: none"> <li>1. Understanding of and commitment to BYS vision and objectives and ability to work in alignment with the BYS financial management framework</li> <li>2. Sound working knowledge of Australian and International Accounting Standards and Auditing Standards, tax and company legislation</li> <li>3. Demonstrated experience in using accounting software, in particular MYOB</li> <li>4. Sound experience in managing financial acquittals for government grants</li> <li>5. Strong ability to organise priorities and processes and communicate these effectively with Administration and Finance team members</li> <li>6. Experience in managing and supervising staff, providing direction and mentoring and managing performance</li> </ol>		
Education, Qualifications, References	<ul style="list-style-type: none"> <li>• Tertiary qualifications / university degree in Accountancy, Economics, Business Management or equivalent</li> <li>• CA or CPA desirable</li> <li>• Working with Children Suitability Card</li> <li>• Three relevant references, include most recent employer</li> </ul>		
Knowledge and skills:	<ul style="list-style-type: none"> <li>• Understanding of and commitment to BYS vision and objectives and ability to work in alignment with the BYS Financial Management Framework</li> <li>• Knowledge of financial acquittal requirements for government grants</li> <li>• Ability to use accounting software (MYOB preferred) and MS Office applications.</li> <li>• Ability to carry out budgeting and cash flow projection at program and consolidated levels, and provide variance analysis.</li> <li>• Understanding of Australian and International Accounting Standards and Auditing Standards, tax &amp; company legislations and the relevant Awards.</li> <li>• Strong organisational, analysis, communication and planning skills</li> </ul>		

Experience:	<p>Minimum 5 years' working experience in finance, including:</p> <ul style="list-style-type: none"> <li>• Preparation and analysis of financial reports and acquittals</li> <li>• Financial documentation and book-keeping</li> <li>• Financial coordination and support</li> <li>• Payroll administration, including superannuation and tax</li> <li>• Business Activity Statement reporting and payment</li> <li>• Liaising with independent auditors</li> </ul>
Attributes:	<ul style="list-style-type: none"> <li>• Attention to detail, a mathematical mind, and high accuracy with financial data</li> <li>• Personal drive and integrity</li> <li>• Consultative and collaborative working attitude</li> <li>• Flexible, self-directing, inclusive, respectful, ethical, accountable.</li> <li>• Commitment to a learning culture and ongoing professional development.</li> </ul>
<b>KEY RESULT AREAS - Role and responsibilities</b>	
Financial Support and Coordination	<ul style="list-style-type: none"> <li>• Provide timely and accurate financial reports to internal and external stakeholders, including OASIS and other funding bodies and monthly board reports.</li> <li>• Provide payroll-related reports to Management and staff as required under legislation.</li> <li>• Liaise with independent auditors.</li> <li>• Provide input to the development of financial policies and procedures.</li> <li>• Support the CSD to prepare, monitor, review and report on program and organisational budgets.</li> </ul>
Financial and Accounting Operation	<ul style="list-style-type: none"> <li>• Maintain, manage and reconcile general and subsidiary ledgers system in MYOB, supported by MS Excel spreadsheets, in compliance with the Australian Accounting and Auditing Standards.</li> <li>• Process fortnightly payroll in accordance with IR regulations and Award conditions.</li> <li>• Generate Tax Invoices for regular and ad hoc charges to third parties and monitor for payments received.</li> <li>• Comply with Industrial Relations Award conditions, Superannuation legislation and relevant taxation requirements, including periodical reporting or submission, if any.</li> </ul>
People and Culture	<ul style="list-style-type: none"> <li>• Contribute to and participate in Corporate Services team activities, planning and meetings.</li> <li>• Work collaboratively to enable the smooth functioning of financial and accounting processes across BYS.</li> <li>• Provide support and development opportunities to other finance staff to undertake their tasks.</li> <li>• Participate in professional development and training identified through work plans, or as required.</li> <li>• Participate in regular line management supervision and work review sessions.</li> <li>• Develop interactions with colleagues and clients to promote a supportive, responsible and ethical culture.</li> <li>• Contribute to organisational planning and reviews.</li> <li>• Manage the accurate and timely completion of timesheets and leave requests on a fortnightly basis, including resolving any discrepancies.</li> </ul>
Financial Administrative Development	<ul style="list-style-type: none"> <li>• Develop and/or improve accounting and timesheet system in response to changing organisational needs.</li> <li>• Work collaboratively within the Administrative team to develop useful reference manuals for financial support and coordination and particularly for payroll processing.</li> <li>• Undertake any other financial tasks as required.</li> </ul>

*This Position Description forms part of the performance management framework for the Finance Coordinator position. As the successful applicant, you are required to sign and date this Position Description to demonstrate your commitment to fulfil this role in accordance with the key result areas outlined above.*

<b>Employee's Name:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>Manager's Name:</b>		<b>Signature:</b>		<b>Date:</b>	

## C.4.25 JOB APPLICATION FORM

Please complete this application form and return it to Brisbane Youth Service (BYS) in accordance with the advertised Employment Package.

<b>Position Title:</b>	<b>Finance Coordinator</b>		<b>Closing date:</b>	<b>13 July 2018</b>
<b>Applicant:</b>	<b>Name:</b>			
	<b>Address:</b>			
			<b>Post code:</b>	
	<b>Day time phone:</b>		<b>Mobile:</b>	
<b>Email address:</b>				
<b>Place of birth:</b>	<b>Town / City:</b>		<b>Date of birth:</b>	/ /
	<b>Country:</b>			
<b>Work eligibility:</b>	<input type="checkbox"/> Australian citizen		<input type="checkbox"/> Australian resident	
	<input type="checkbox"/> New Zealand citizen		<input type="checkbox"/> New Zealand resident	
	<input type="checkbox"/> Current working visa: (Copy must be attached)		<b>Expiry date:</b>	/ /
	<input type="checkbox"/> Other visa: (Copy must be attached)		<b>Expiry date:</b>	/ /
<b>Blue Card:</b>	Do you hold a current Positive Notice Blue Card for Child Related Employment?			<input type="checkbox"/> YES
				<input type="checkbox"/> NO
	If yes, provide Blue Card Number:		<b>Expiry date:</b>	/ /
	If no, have you applied for a Blue Card?	<input type="checkbox"/> YES	<b>Date lodged:</b>	/ /
		<input type="checkbox"/> NO		
<b>Drivers licence:</b>	Do you have a current Queensland driver's licence?			<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Health conditions</b>	Do you have any pre-existing health conditions that may impact on your ability to undertake this role?			<input type="checkbox"/> YES <input type="checkbox"/> NO
	If yes, please provide additional information:			
<b>Where did you find out about this position?</b>	<input type="checkbox"/> BYS website		<input type="checkbox"/> QCOSS	<input type="checkbox"/> Ethical Jobs Weekly
	<input type="checkbox"/> Word of mouth		<input type="checkbox"/> Other:	

## C.4.25 JOB APPLICATION FORM

Please complete this application form and return it to Brisbane Youth Service (BYS) in accordance with the advertised Employment Package.

<b>Equal employment opportunity / diversity information</b>	Please indicate if you belong to any of the following groups (completion of this section is voluntary and used for statistical purposes only):	<input type="checkbox"/> People with a disability
		<input type="checkbox"/> Aboriginal people
		<input type="checkbox"/> Torres Strait Islander people
		<input type="checkbox"/> Women
		<input type="checkbox"/> People from a non-English speaking background
<b>Qualifications:</b>	What tertiary qualifications do you hold: (Copies must be attached)	
<b>Start date:</b>	If the position was offered to you, when are you available to start work?	/ /
<p><b>Authorisation and Understanding</b></p> <p>I authorise Brisbane Youth Service to investigate my work history and verify all information given on this application. These enquiries may include information as to my character, general reputation and personal characteristics. I consent to the conduct of such enquiries and to the consideration of any statements or references provided by former employers in response to these enquiries.</p> <p>I authorise all individuals and employers whom I have named in my application, unless specifically limited by me in writing, to provide information requested about me, and I release them and Brisbane Youth Service from liability and damages in providing this information.</p> <p>I understand and acknowledge that any misrepresentation, omission or incorrect statement of fact may result in rejection of my application or, if hired, immediate termination of employment.</p> <p>I understand that all information provided to BYS in relation to my application will be treated in the strictest confidence and will not be communicated to any third party without my consent.</p>		
<b>Signature:</b>		<b>Date:</b> / /