

About Brisbane Youth Service

Thank you for your interest in the **Accounts Payable Officer** role with Brisbane Youth Service!

Brisbane Youth Service (BYS) has worked with homeless and vulnerable young people (aged 12 to 25 years) and young families in Brisbane and surrounding areas since 1977.

A leader in the community services industry, BYS provides housing, physical and mental health services as well as specialist programs for young women and young families, to assist them to overcome challenges and achieve life goals. BYS uses a client-centred, strengths-based practice approach when working with young people.

BYS supports each young person to identify their goals and holistically address the range of challenges they face. Even with brief support from BYS, most young people can move out of crisis and towards a better future.

Through research and evaluation programs, BYS builds knowledge to develop innovative supports, improve outcomes, and to raise awareness of issues impacting vulnerable young people in our community.

Currently, we have over one hundred staff operating across seven locations throughout Brisbane.

Our Vision

New futures for young people

Our Values (R.O.A.R)

Respect
Optimism
Accountability
Resilience

Our Commitment

To promote a just society for young people



Join Brisbane Youth Service
to **make a difference**
in the lives of vulnerable young
people and their families.



Employee Value Proposition



For outstanding performance in work practices and employee engagement.

We value our people

We value our people and the contribution they make to the community and the lives of the young people we support. That's why we have invested in our Employee Value Proposition, to make our employees' experience a memorable and rewarding one.

There's a great culture of doing good work while ensuring our staff are happy and healthy. We have plenty of initiatives to get involved in, including the RAP committee, Health & Wellbeing, Green Team etc. and were the proud recipients of The Voice Project's **Workplace of the Year for 2022**.

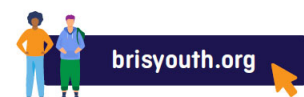
By joining us at Brisbane Youth Service (BYS), you will benefit from the following:

- Additional leave entitlements:
 - 5.5 weeks pro-rata annual leave entitlement as standard
 - 6.5 weeks long service leave pro-rata entitlement after 5 years' continuous service
 - 2 weeks paid study leave pro-rata per annum for eligible employees
 - 6 weeks paid (genderless) parental leave pro-rata for eligible employees
- Generous not-for-profit salary packaging benefits up to \$18,549 per FBT year
- Flexible working arrangements to fit individual work-life integration and endorse the use of personal leave for mental health days
- Warm, friendly, and values-driven culture
- Designated time to catch up one-on-one between staff and line managers and annual professional development reviews that look at achieving longer-term career development opportunities
- Access to professional counselling as part of employee benefits package (EAP)
- Consultation and feedback processes embedded in workplace culture
- Annual professional development budget to eligible employees
- Organisational-wide training program and 6 all-staff training days per year

Why our employees stay with BYS:

1. **Meaning:** "Our work positively supports and changes young people's lives and that gives me a sense of purpose."
2. **Team:** "I work with a great team who treat me with respect and genuinely care about me. We share the same goals and provide each other with feedback and support to achieve them."
3. **Flexibility:** "I have the flexibility to work the hours that meet my personal and family needs."
4. **BYS mission, vision, and values:** "We live and breathe BYS's purpose, vision and values by putting young people at the centre of our decisions and how we work."
5. **Development:** "My manager is supportive of my professional development."

“ I was homeless and had no one else to rely on, BYS provided me with **reliable consistent support** to help me back on my feet. ”



Accounts Payable Officer

Position Description

Position Title:	Accounts Payable Officer		
Program/Team:	Finance, Corporate Services		
Employment Type & Hours:	Full-time 76 hours per fortnight		
Award Conditions:	Social, Community, Home Care & Disabilities Services [SCHADS] Award 2010	Remuneration:	SACS Level – 4.1
Working From:	McLachlan Street, Fortitude Valley and/or other BYS offices		
Reporting Relationships:	Reports to the Financial Controller		
Probation Period:	Six [6] months		
Primary Purpose of Position:	The Accounts Payable Officer is responsible for undertaking a wide range of financial processes including assisting with accounts payable, credit card reconciliations and assisting with end of month procedures.		
In addition to submitting a resume or CV applicants must address the selection criteria [below] in their cover letter to be considered for shortlisting			
Selection Criteria:	<ol style="list-style-type: none"> 1. Understanding of and commitment to BYS vision and values 2. Demonstrated knowledge of bookkeeping procedures with multiple cost centres with experience in accounts payable, credit card reconciliation, etc. 3. Excellent attention to detail with demonstrated ability to maintain accurate records 4. Demonstrated experience in using accounting software and intermediate knowledge of MS Excel 5. Positive, can-do attitude who works well in a team environment with the ability to communicate with a wide range of stakeholders, including non-financial managers 6. Sound organisational skills including practical examples that you used, with the ability to plan, prioritise, problem solve and meet deadlines 		
Education, Qualifications, Requirements [Mandatory]:	<ul style="list-style-type: none"> • Relevant bookkeeping experience or a relevant qualification in Accounting or Finance Services; this role may suit a recent graduate • Current Queensland driver's licence • Working with Children Suitability Card [Blue Card] / willingness to obtain a Blue Card prior to commencement • National Police Check Clearance • Evidence of vaccination, immunity, or medical exemption for the following preventable diseases prior to commencement: Measles, Mumps, Rubella and Varicella [Chicken Pox]; Pertussis [Whooping Cough]; and COVID-19/willingness to obtain vaccinations as required • Three relevant references 		
Skills & Experience:	<ul style="list-style-type: none"> • Minimum 2-years experience in: <ul style="list-style-type: none"> ○ Accounts Payable, including processing bills and payment runs ○ Processing credit card transactions ○ Reconciling supplier statements ○ Reconciling bank accounts and credit cards ○ Classifying transactions to chart of accounts and cost centres • Month end support, where required • Experience in accounting systems, Xero preferred 		

	<ul style="list-style-type: none"> • Payroll experience an advantage, but not required • Intermediate Excel skills
Personal Attributes:	<ul style="list-style-type: none"> • Self-reflective and critical thinking with sound analytical skills • Personal drive and integrity • Consultative and collaborative working attitude • Ability to work autonomously • Excellent oral and written communication skills • High attention to detail and accuracy
KEY RESULT AREAS – Roles and Responsibilities	
Responsibilities:	<ul style="list-style-type: none"> • Full accounts payable processes • Processing high volume credit card transactions including liaising with card holders • Importing data into accounting system • Reconciliation of credit cards and bank accounts • Accurately record GST on transactions • Assist with month end procedures where required • Liaise with external supervisors as required • Undertake any other tasks as required
People, Culture, Safety:	<ul style="list-style-type: none"> • Contribute to a culture of respect, optimism, accountability and resilience in line with BYS organisation’s values • Participate in staff meetings • Participate as a collaborative and supportive team member, contributing to the overall effectiveness of the team. • Undertake and participate in staff training and development activities as required
Administration:	<ul style="list-style-type: none"> • Administration tasks relating to finance team • Submission of timesheets and leave requests (where required) • Ensure finance functions are conducted in accordance with relevant policies and procedures • Quality Management System assigned tasks • Any other tasks as required

How to Apply

Thank you for taking the time to review this position and for considering working with Brisbane Youth Service.

To apply, please email your (1) Cover letter addressing the selection criteria along with your (2) CV to the HR team at hr@brisyouth.org.

Applications for this position close **Sunday, 12 May 2024**.

Interviews may take place progressively for successfully shortlisted applicants with an immediate start available. The position may be withdrawn earlier than the close date if an applicant is successfully appointed prior.

We look forward to hearing from you!