

## About Brisbane Youth Service

Thank you for your interest in the **Finance Manager** role with Brisbane Youth Service!

Brisbane Youth Service (BYS) has worked with young people (aged 12 to 25 years) and young families experiencing or at risk of homelessness 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 150 staff operating across multiple locations throughout Brisbane.

### Our Vision

**New futures for young people**

### Our Values (R.O.A.R)

**Respect**

**Optimism**

**Accountability**

**Resilience**

## OVERALL SATISFACTION

**87%**

of young people were **happy** or **super happy** with BYS support, and that they are happy that **workers listen to them** and **they have a say in their support** at BYS.

**81%**

of respondents thought BYS had a **"big"** or **"huge"** impact on young people's lives.

## The Opportunity

The **Finance Manager** plays a pivotal role in managing the financial health of Brisbane Youth Service (BYS). This role involves providing strategic financial advice, developing and mentoring finance staff, managing budgets, overseeing compliance, and ensuring accurate reporting.

**Employment Type & Hours:** Full-time | 2-year contract with opportunity for permanency | 76 hours per fortnight (opportunity to negotiate hours as well as flexible / hybrid work arrangements)

### Benefits:

- **Base salary range between \$120,000 – \$130,000** (SCHADS Award) + superannuation (negotiable depending on experience)
- **Excellent salary packaging benefits**
  - For example, for a \$125,000 salary packaging up to \$18,549, potential benefits include:
  - Net Income without salary packaging: \$94,212
  - Net Income with salary packaging included: \$100,148
  - Potential extra take-home pay per year: **\$5,936**
  - Additional tax saving opportunities through packaging electronic devices and novated vehicle lease
- **5 weeks annual leave + 3 days gratuity leave** between Christmas and New Year public holidays
- **Corner office** in Fortitude Valley with excellent views
- **Flexible / hybrid** work arrangement opportunities
- **Supportive, collaborative, and values-driven team culture**

## Position Description

### Selection Criteria:

**If this position sounds interesting, please submit your cover letter telling us why you are the right person for this role addressing the Selection Criteria below, along with your CV / resume:**

1. Understanding of and commitment to delivering financials services in alignment with the BYS values of respect, optimism, accountability, and resilience.
2. Sound working knowledge of Australian Accounting Standards, tax and company legislation, and the relevant Awards
3. Excellent interpersonal and communication skills with experience managing, mentoring, and developing staff as well as working with a range of internal and external stakeholders
4. Demonstrated extensive financial accounting experience in Australia (experience within a not-for-profit and managing grant acquittals preferred, but not essential)
5. Experience managing payroll in alignment with Award conditions
6. Advanced technology skills using accounting software (Xero preferred) and MS Office applications, particularly Excel
7. Strong ability to produce and organise financial management reports and processes with excellent attention to detail

To apply, please email your (1) Cover letter addressing the selection criteria along with your (2) CV to **Jordan McCarthy, Corporate Services Director**, at [hr@brisbyouth.org](mailto:hr@brisbyouth.org). Applications for this position close **Sunday 15 December 2024**.

We may start interviewing and appoint for this role prior to the closing date, so please don't delay your application.

### **Education, Qualifications, Requirements [Mandatory]:**

- CA or CPA certified
- Tertiary qualifications / university degree in Accounting, Economics, Business Management or equivalent
- Current Queensland driver's license
- 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]; Hepatitis B [health team workers only] and COVID-19
- Three references, including a previous Manager

### **Skills & Experience:**

Minimum 5 years' working experience in financial management, including:

- Previous experience in similar accounting / financial management role within Australia
- Line managing, mentoring, and supporting finance staff
- Building financial literacy across the organisation through training and support.
- Developing, monitoring, and managing the organisation's budgets in alignment with strategic goals.
- Preparing accurate financial reports and acquittals for internal and external stakeholders.
- Overseeing accounts payable, accounts receivable, and payroll processes.
- Payroll administration, including superannuation and tax
- Preparation of budgets and cash flow projections at program and consolidated level
- Business Activity Statement (BAS) reporting and payment
- Liaising with independent auditors
- Experience in managing financial acquittals for government grants for non-profit organisations is preferred, but not essential
- Strong organisational, analysis, and planning skills

### **Personal Attributes:**

- An ability to lead and motivate finance team to achieve KPIs
- Highly organised, strong in attention to detail with a focus on quality outcomes
- Thrives in a dynamic environment with competing priorities
- Remains composed under pressure and responds effectively to change
- Consultative and collaborative working approach
- Personal values alignment to BYS values Respect, Optimism, Accountability and Resilience
- Commitment to a learning culture and ongoing professional development

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



## Roles and Responsibilities

### Key Responsibilities:

- Front office reception duties providing effective, courteous and prompt communication
- Provide administrative assistance and support managers and EMT when required
- Maintain effective, prompt and secure document flow, recording and filing
- Assist and support Fundraising, Communications and Corporate Partnerships function with supporter engagement and Customer Relationship Management [CRM] database entry and maintenance
- Assist the Administration Manager in purchasing and acquisition of services and assets
- Assist with medical clinic administration using Best Practice software as required
- Monitor, support and assist to maintain Workplace Health and Safety protocols and requirements to ensure organizational compliance
- Assist with processing invoices and payments in NAB as required
- Maintain and safely secure assets including motor vehicles, office equipment and furnishings
- Contribute to the development and review of administrative policies and procedures and identify opportunities for system improvement
- Assist with setting up on site and external interviews, meetings and events
- Protect and promote the rights of children and young people, including making decisions compatible with the *Human Rights Act 2019*; and responding to and reporting suspicions and disclosures of abuse or harm
- Participate in both quantitative and qualitative data collection to support BYS continual quality improvement

### People, Culture, Safety:

- Contribute to a culture of respect, optimism, accountability, and resilience in line with the organisation's values
- Model ethical behaviours in line with the BYS Code of Conduct and consistently apply ethical standards to self and others
- Participate as a collaborative and supportive team member, contributing to the overall effectiveness of the team and outcomes for young people
- Participate in staff meetings, regular supervision with your Line Manager, service reviews and organisational planning
- Participate in quality practice reviews, all-staff days, organisational planning and identify and participate in training and professional development opportunities
- Protect and promote the rights of children and young people, including making decisions compatible with the Human Rights Act 2019; and responding to and reporting suspicions and disclosures of abuse or harm
- Ensure a healthy and safe workplace for all by adhering to BYS Work Health, Safety and Wellbeing Policy, Procedures and Practices
- Actively participate to deliver the BYS Reconciliation Action Plan [RAP] initiatives and measurable actions that support First Nations equality across our organisation and services

### Administration:

- Undertake all administrative functions relating to the role and ensure accurate and timely records are created and maintained in accordance with relevant legislation and BYS policies
- Ensure administrative functions are conducted in accordance with relevant policies and procedures

- Implement administration relating to the service, including accurate data, client files, correspondence, and financial records
- Submit timesheets and leave requests accurately and on time on a fortnightly basis, in accordance with relevant legislation and organisational policy and procedure
- Collect and maintain accurate client data, to contribute to monitoring, evaluation and reporting on program performance
- Participate in both quantitative and qualitative data collection to support BYS continual quality improvement
- Undertake any other duties or tasks as required

## Don't meet all the Criteria?

At BYS, we actively promote diversity and inclusion and provide a supportive team environment for everyone. We value the unique backgrounds, experiences and contributions that each person brings to our community and encourage and celebrate diversity.

So, even if you don't think you quite meet all of the skills listed or tick all the boxes, we'd still love to hear from you!

## 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 **Jordan McCarthy, Corporate Services Director**, at [hr@brisyouth.org](mailto:hr@brisyouth.org).

Applications for this position close **Sunday 15 December 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!