

RECRUITMENT INFORMATION PACKAGE

Collective Purpose Assistant Accountant – Part Time



Collective Purpose is a collaboration with



Mental Health
& Wellbeing
Consumer
Advisory Group

CONTENTS

1	POSITION DESCRIPTION	2
2	ABOUT COLLECTIVE PURPOSE	3
3	ADVERTISEMENT FOR THE POSITION	4
4	RECRUITMENT PROCESS	5
5	FOUNDING PARTNER PROFILES	6

1 POSITION DESCRIPTION

Assistant Accountant

Organisation:	Collective Purpose
Title:	Assistant Accountant
Employment type:	Part-time 20 - 22.8 Hrs per week (6-month contract with the possibility of extending)
Salary & Classification:	Social Community Home Care and Disability Services Award Level 4.1, \$67,383 per annum (pro rata)
Location:	Suite 501, 80 William Street, Woolloomooloo
Reports to:	Collective Purpose Accountant
Supervises:	N/A

About Collective Purpose

Collective Purpose is a coworking and shared service social enterprise that aims to provide a vibrant, contemporary workplace and professional business administration for community managed organisations. We want to see real improvements in the mental health and well-being of individuals, workplaces, and our communities. We aim to foster collaboration, innovation and excellence in like-minded organisations and individuals.

Role description:

The assistant accountant will partner with the accountant to provide accounting support services to shared service clients. This is a dynamic role with broad responsibilities through exposure to the senior management of client organisations. The incumbent will need to work in partnership with the accountant in key tasks and work autonomously when possible.

Duties and Responsibilities:

- Responsible for end to end accounts payable and receivable
- Prepare invoices and issue receipts when needed
- Maintaining confidentiality in sensitive financial matters
- MYOB and Xero Data Entry
- Bank reconciliation for all accounts
- Liaise with business partners to get missing information
- Prepare statutory returns under guidance
- Assist with month end reporting
- Payroll Backup
- Debt recovery

Essential criteria

- Good grasp of accounting fundamentals and theory
- Tertiary qualification in Accounting
- Excellent written and verbal communication
- Logical thinking and complex problem-solving abilities
- Excellent numerical skills

- Intermediate Excel Skills
- Experienced in MYOB / XERO
- Understanding of GST and Non-profit tax requirements

Desirable criteria

- Understanding and experience in payroll
- Experience in a Finance Shared Service
- Experience in not-for-profit sector

Key Behavioural competencies:

- Attention to Detail/Quality Orientation
- Planning and Organising Work Management
- Customer Service Orientation
- Relationship Building
- Teamwork/Collaboration
- Judgement/Problem Solving
- High level of personal accountability
- Respect for others
- Adaptability
- Initiative

Conditions of employment are as detailed in the Social, Community, Home Care & Disability Services Award (SCHADS), a copy of which is available in the workplace.

2 ABOUT COLLECTIVE PURPOSE

We work for community managed mental health and wellbeing organisations. Our purpose is to improve the sustainability of the sector by sharing services and resources and providing a hub for collaboration and innovation.

Our shared services model provides cost effective business administration support to clients, allowing them to devote more of their time and money to their core mission. As a co-working hub, we offer office space and meeting rooms in the heart of Sydney at affordable prices.

Our dynamic, contemporary space is designed to provide a stimulating and inclusive environment where people love to come to work. We bring people and organisations together through our networks, forums and events.

Between the founding partners, we have over 120 years' combined experience in the community managed mental health and wellbeing sector. We receive funding from the Mental Health Commission of NSW through the collaborative efforts of our founding partners. We believe the collective can be greater than the individual and together we can have greater social impact.

Contact details

Address: Level 5, 501 / 80 William St, Woolloomooloo, NSW 2011

Telephone: 02 9332 0256

Email: jobs@collectivepurpose.org.au

Website: www.collectivepurpose.org.au

3 ADVERTISEMENT FOR THE POSITION

Assistant Accountant – Part Time

This role will suit an organised and adaptable accounting graduate with a customer service orientation. The assistant accountant will partner with the accountant to provide accounting support services to small not-for-profit organisations as part of a shared service arrangement. This is a dynamic role with broad responsibilities through exposure to the senior management of client organisations. The assistant accountant is responsible for accounts payable and receivable, preparing statutory returns and assisting with month end reporting and payroll. The successful candidate will have experience working with MYOB and/or Xero and have the initiative and problem-solving capacity to contribute to improving work practices. This is an opportunity to make an outside impact as part of a small team with a focus on creating social impact. Collective Purpose offers flexible working arrangements and a workplace wellbeing program.

This role is for an initial 6-month fixed term with the possibility of extending. Collective Purpose salaries are based on the Social, Community, Home Care & Disability Services Award (SCHADS). The role is classified at Level 4, with a base salary of \$67,383 per annum (pro rata) plus super and salary packaging. Collective Purpose is situated in Woolloomooloo, NSW.

Collective Purpose supports diversity and is an equal opportunity employer. If you are passionate about what you do, committed to making a difference and this sounds like your next role, we'd love to hear from you.

Prior to submitting your application, download a recruitment information package. For phone enquiries call 02 9332 0256

Applicants must address all the selection criteria in the Position Description to be considered.

Closing date: 30 April 2019.

Please forward applications to: jobs@collectivepurpose.org.au

4 RECRUITMENT PROCESS

- Position to be advertised through various channels, commencing **12 April 2019**
- Applications to be submitted by email to Matthew Stanley, General Manager at jobs@collectivepurpose.org.au
- Closing date for applications – close of business, **30 April 2019**
- All applications will be acknowledged by email.
- Applications should include a covering letter or email, a current resume or CV, and a statement addressing **all** Selection Criteria (see Position Description and advertisement attached). **Applications will not progress to interview if all the selection criteria in the Position Description are not addressed.**
- Selected applicants will be invited to attend an interview and will be given at least three days' or one week's notice of the time and date.
- All interviewees will be asked the same set of questions, although the interview panel reserves the right to ask additional clarifying questions if necessary.
- The panel will rank eligible applicants in order of preference.
- The panel will check references as provided by the selected applicants.
- The panel will confer to confirm its decision. The panel's decision is based on individual merit, taking into account the written application, interview, and referees' comments.
- The successful applicant will be offered the position. If they decline, the position will be offered to the next ranked person.
- All unsuccessful interviewed applicants will be notified by the convener of the panel, as soon as possible after the recruitment process is completed.

5 FOUNDING PARTNER PROFILES

Way Ahead (Mental Health Association NSW)

<i>Type of organisation:</i>	Non-government organisation, registered charity, PBI status, DGR status
<i>Funding sources:</i>	NSW Health, Mental Health Commission of NSW (MHC NSW) donations and bequests
<i>Geographical focus:</i>	NSW and Qld (limited)
<i>Issue focus:</i>	Mental health promotion, mental health and mental illness education
<i>Industry focus:</i>	Information, health promotion, support, advocacy
<i>Website:</i>	www.wayahead.org.au

BEING – Mental Health and Wellbeing Consumer Advisory Group

<i>Type of organisation:</i>	Non-government organisation, registered charity
<i>Funding sources:</i>	Mental Health Commission of NSW (MHC NSW) and other non-government organisations
<i>Geographical focus:</i>	NSW
<i>Issue focus:</i>	Mental health and wellbeing of mental health consumers
<i>Industry focus:</i>	Systemic advocacy, consumer participation, education
<i>Website:</i>	www.being.org.au

Mental Health Carers NSW (MHCN)

<i>Type of organisation:</i>	Non-government organisation, registered charity, PBI status, DGR status
<i>Funding sources:</i>	Mental Health Commission of NSW and other non-government organisations
<i>Geographical focus:</i>	NSW
<i>Issue focus:</i>	Mental health, education
<i>Industry focus:</i>	Support, education and advocacy for carers
<i>Website:</i>	www.mentalhealthcarersnsw.org