

# RECRUITMENT INFORMATION PACKAGE

## Collective Purpose

### ACCOUNTANT



Collective Purpose is a collaboration with



Mental Health  
& Wellbeing  
Consumer  
Advisory Group

## CONTENTS

1	RECRUITMENT PROCESS .....	2
2	ORGANISATION PROFILES .....	3
3	POSITION DESCRIPTION .....	4
	About .....	4
	Role description .....	4
	Duties and Responsibilities .....	4
	Essential Criteria .....	5
	Desirable Criteria .....	5
4	ADVERTISEMENT FOR THE POSITION .....	6

## 1 RECRUITMENT PROCESS

- Position to be advertised through various channels, commencing **Tuesday 8 May 2018**
- Applications to be submitted by email to Cecilia Rais at [jobs@collectivepurpose.org.au](mailto:jobs@collectivepurpose.org.au)
- Closing date for applications – close of business, **Tuesday 22 May 2018**
- 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 Job Description and advertisement attached).  
**Applications will not progress to interview if all the selection criteria are not addressed.**
- Selected applicants will be invited to attend an interview and will be given at least three days notice of the time and date.
- Interviews will be conducted by a recruitment panel
- Interviewees will be asked to attend 15 minutes prior to the interview
- All interviewees will be asked the same set of questions, although the 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 in verbally or in writing, by the convener of the panel, as soon as possible after the recruitment process is completed.

## 2 ORGANISATION 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>	<a href="http://www.wayahead.org.au">www.wayahead.org.au</a>

### 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>	<a href="http://www.being.org.au">www.being.org.au</a>

### 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>	<a href="http://www.mentalhealthcarersnsw.org">www.mentalhealthcarersnsw.org</a>

### Contact details

Address: Level 5, 501 / 80 William St, Woolloomooloo, NSW 2011  
Telephone: 02 9332 0241 (Cecilia Rais)  
Email: [cecilia.rais@collectivepurpose.org.au](mailto:cecilia.rais@collectivepurpose.org.au)  
Website: [www.collectivepurpose.org.au](http://www.collectivepurpose.org.au)



## Collective Purpose Accountant

5 May 2018

<b>Organisation:</b>	Collective Purpose
<b>Title:</b>	Collective Purpose Accountant
<b>Employment type:</b>	Fulltime – 38 hours per week
<b>Salary:</b>	Social Community Home Care and Disability Services Award Level 6 (\$77,616 p.a.)
<b>Location:</b>	Suite 501, 80 William Street, Woolloomooloo
<b>Report to:</b>	Collective Purpose Business Manager
<b>Supervises:</b>	Finance Team

### About

Collective Purpose is a collaborative venture that has been created by three organisations striving to make a difference in mental health: WayAhead (Mental Health Association NSW); Being (Being | Mental Health & Wellbeing Consumer Advisory Group); and Mental Health Carers NSW, ('MHCN').

Collective Purpose aims to provide a vibrant, contemporary workplace that is inclusive and participatory with state of the art technology and support systems. We aim to foster collaboration, innovation and excellence in like-minded organisations and individuals.

We are a collective of employees, volunteers and students working together for not for profit organisations to improve the quality of people's lives. We want to see real improvements in the mental health and well-being of individuals, workplaces, and our communities.

### Role description

The Collective Purpose accountant will be responsible for planning, reviewing and administering the accounting systems and procedures for our not-for-profit organisations. The Collective Purpose Accountant will undertake financial analysis and reporting, manage compliance requirements, financial monitoring and budgeting. This position reports to the Collective Purpose Business Manager.

### Duties and Responsibilities

#### Supervision:

- Supervision of Finance Team
- Prepare forms and manuals for finance personnel, and direct their work activities.

#### Financial administration and management

- Manage financial and payroll record keeping and transactions
- Maintain records of assets, liabilities, profit and loss, tax liability, or other financial activities, utilizing accounting principles.
- Oversee that the reconciliations of all accounts are accurate, including Petty Cash
- Approve journal entries entered by book-keeper
- Prepare and maintain general journal and general ledger records
- Liaise with bankers and financial institutions to establish finance management arrangements
- Develop and maintain Collective Purpose and partner organisation's asset register

- Prepare, develop and update accounting/financial policies and procedures
- Advise on business process improvements for the finance function
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.

### **Budget and financial reporting**

- Prepare financial statements
- Prepare funding acquittals.
- Prepare activity based funding costings for Collective Purpose Hub and partners.
- Prepare reports, draft budgets, commentaries and financial statements.

### **Audit Preparation**

- Prepare all financial records for annual audit, in consultation with the Collective Purpose Business Manager.
- Liaise with auditor through to completion of audits

### **Risk management and compliance**

- Ensure adherence to requirements of funding bodies for Collective Purpose and its partners
- Utilize accounting principles to ensure compliance with taxation legislation and other state and federal legislative requirements for each of our partner organisations.
- Appraise cash flow and financial risk of investment projects.
- Manage FBT compliance
- Ensure that Collective Purpose and its partners have appropriate insurance cover

### **Business Planning**

- Undertake financial analysis
- Prepare financial forecasting and risk analysis for Collective Purpose and its partners.
- Advise on strategic and business planning

### **Essential Criteria**

- Certified chartered accountant and/or Certified Practising Accountant
- Demonstrated track record in preparing financial statements and reports in a timely manner
- Capacity to prepare user friendly financial reports in a range of formats for boards
- High level interpersonal communication skills
- Minimum of 5 years hands-on accounting experience
- Knowledge of relevant Australian Accounting Standards, Australian taxation legislation, particularly in relation to GST and FBT
- The ability to accurately prepare BAS, FBT and other taxation reporting
- The ability to use initiative, prioritise work and meet deadlines
- Ability to mentor staff
- Advanced skills in Microsoft Excel

### **Desirable Criteria**

- Familiarity and experience with managing finances for not-for-profit organisations
- Familiarity with the funding and regulatory environment for not-for-profit sector organisations
- Experience with MYOB or similar accounts software
- Driver's license
- Understanding of major issues relating to mental health consumers

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



### Collective Purpose Accountant

The Collective Purpose social enterprise is looking for an accountant to lead the provision of expert accounting services to not-for-profit organisations as part of a shared services business model. The successful candidate will have the skills and experience to help not-for-profit organisations forge thriving and sustainable futures.

The Collective Purpose accountant will be responsible for planning, reviewing and administering the accounting systems and procedures for our not-for-profit organisations. The Collective Purpose Accountant will undertake financial analysis and reporting, manage compliance requirements, financial monitoring and budgeting. This position reports to the Collective Purpose Business Manager.

Collective Purpose is a joint initiative between three leading and innovative mental health and not-for-profit organisations: WayAhead Mental Health Association NSW; Being / Mental Health and Wellbeing Consumer Advisory Group; and Mental Health Carers (MHCN).

We have been working collaboratively over the past three years on an initiative to develop a shared services business model. A central priority of this initiative has been the creation of a dynamic working environment that fosters collaboration and innovation, and provides a stimulating, inclusive working space where people love to work.

This is a unique opportunity to join a growing social enterprise with a fantastic vibe and a great work/life balance.

Collective Purpose is situated in Woolloomooloo, NSW.

CP salaries are based on the Social, Community, Home Care & Disability Services Award (SCHADS) salary range is Level 6, \$77,000 per annum plus super plus salary packaging.

Interested?

Prior to submitting your application, download a recruitment information package from

<https://collectivepurpose.org.au/about/work-with-us/>

or, for phone enquiries call 02 9332 0241

Applications to be submitted by email to Cecilia Rais at [jobs@collectivepurpose.org.au](mailto:jobs@collectivepurpose.org.au)

**Applicants must address all the selection criteria to be considered.**

Applications close on Monday 22 May 2018, 5pm. No late applications will be accepted.