



NSW Service for the Treatment
and Rehabilitation of Torture
and Trauma Survivors

STARTTS VACANCY

Trainee Finance Business Partner #1076-4

Do you want to work in one of Australia's leading organisations providing treatment and rehabilitation to torture and trauma survivors; that's quality focused, diverse & committed to making a difference in the lives of vulnerable people in communities?

Come & join us!

The Organisation

"STARTTS is a not-for-profit Affiliated Health Organisation focused on providing a broad range of services to refugees in NSW. The focus of STARTTS approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths."

The Role

The position of Trainee Finance Business Partner (TFBP) operates within the finance team, reporting to the Chief Financial Officer (CFO) and working alongside other Finance Business Partner's and Payroll Manager. The role is responsible for providing day-to-day business support and, accounting and financial services to the organisation with a particular focus on the Corporate Services area. This includes:

- Assisting with completing the monthly financial reporting process for delegated business areas.
- Review and analysis of expenditure to ensure compliance with established policies and procedures.
- Partnering with costs centre managers and budget holders to ensure spending aligns with budget.
- Assisting in the implementation of new financial procedures and policies.
- Fulfilling end to end processing of accounts receivable and payable functions.
- Assisting in the implementation of Australian Accounting Standards Board (AASB) and International Financial Reporting Standards (IFRS) accounting standards as required.
- Other projects and tasks delegated by the CFO and Senior Financial Business Partner (SFBP).

Perks and Benefits

- Employment with attractive leave entitlements including 14 weeks paid parental leave, 4 weeks annual leave and paid Accrued Day Off (ADO) (full-time employees only) and other entitlements.
- Salary packaging options that reduce your taxable income and increase your take-home pay.
- Great education opportunities through our Training department.
- Access to our Employee Assistance Program (EAP) for staff and family members.
- Discounted gym memberships with a Fitness Passport.
- Flexible hybrid work.



NSW Service for the Treatment
and Rehabilitation of Torture
and Trauma Survivors

STARTTS VACANCY

Position No: 1076-4
Closing date: Friday 8 November 2024
Enquiries: Faizal Laxmidhar, CFO on (02) 9646 6700
Work Type: Full-time; 38 hours per week. Contract up to 31 October 2025 (Continuation subject to ongoing funding).
Location: Carramar
Vaccination Requirement: Category B
Salary: Health Manager Level 1

Skills and Qualifications Required

Essential Criteria

1. Relevant tertiary qualification in accounting and/or be a part qualified accountant.
2. Demonstrated hands-on experience and achievements in a similar role, performing core aspects of the finance function such as bank reconciliation, accounts payable, month end processes and analysis.
3. Demonstrated, prior experience of working in an accounting team.
4. Demonstrated competence in financial and Microsoft Office systems especially intermediate to advanced skills in Excel.
5. Demonstrated analytical thinking, problem solving and decision-making skills.
6. Ability to meet tight deadlines in a small team environment.
7. Demonstrated ability to work collaboratively with a variety of internal and external stakeholders and maintaining professional relationships.
8. Excellent communication skills (verbal and written) including interpersonal capabilities in a multicultural environment.

Desirable Criteria:

1. Hands-on experience in accounts payable and receivable and tasks in a not-for-profit organisation.
2. Demonstrated experience of working in an environment dealing with grants and external project funding.

*This position is not considered child-related employment and will require a National Police Check.

VACCINATION REQUIREMENTS

***This role is a Category B role.** While it is strongly recommended that **Category B** workers be vaccinated for COVID-19, influenza, and other transmissible diseases, it is not mandatory to have these vaccinations.

Should you be unable to comply with the vaccination recommendations before your commencement date, it will not affect your offer of employment.



NSW Service for the Treatment
and Rehabilitation of Torture
and Trauma Survivors

STARTTS VACANCY

HOW TO APPLY

To be considered for this position, please ensure you address the selection criteria as thoroughly as possible.

1. Complete a <https://www.startts.org.au/jobs/employment-application-form/>
2. Write a **Statement Against the Selection Criteria** outlining how you meet the selection criteria (see the guide "[How to apply for a job at STARTTS](#)")
3. Submit an up-to-date **Curriculum Vitae (CV)**
4. Provide copies of relevant Qualifications if applicable (overseas qualification must be assessed by an appropriate Australian body to be considered)
5. Statements of Service from previous relevant roles (if applicable, please ask us for a sample)
6. A cover letter is optional.
7. Email your application and supporting documents to: STTS-Jobs@health.nsw.gov.au