



## POSITION DESCRIPTION

*STARTTS is committed to Equal Employment Opportunity (EEO) and anti-discrimination policies.*

**POSITION NUMBER:** 1076-4

**Date reviewed/created:** October 2024

---

**POSITION TITLE:** Trainee Finance Business Partner

**TEAM:** Finance

**LOCATION:** Carramar

**AGREEMENT:** "NSW (Non-Declared) Affiliated Health Organisations' Health Employees Agreement 2019".

**CLASSIFICATION:** Health Manager Level 1.

A generous salary packaging scheme is also offered.

**VACCINATION REQUIREMENT:** Category B

**PERIOD OF APPRAISAL:** Performance will be assessed within 3 months of commencement and a 6 month probationary/qualifying period will also apply.

---

### Background to STARTTS

STARTTS is a state-wide service funded by the NSW Department of Health and Commonwealth Department of Health to provide high quality assessment, treatment and rehabilitation services to people living in NSW who have experienced organised violence or trauma associated with the refugee experience. STARTTS is an Affiliated Health Organisation (AHO), a Non-Government Organisation whose services are deemed to be part of the NSW public health system.

STARTTS' service provision philosophy is predicated on a bio-psycho-social framework that incorporates a large range of clinical and psycho-social interventions informed by the latest advances in neuroscience and evidence based practice in relevant fields. As such, STARTTS provides a broad range of services including assessment; counselling for all age groups; psychiatric assessment and interventions; family therapy; group interventions; body-focused interventions such as massage, physiotherapy, acupuncture and pain management groups; support groups; programs for children and youth; and various strategies to increase the capacity of support networks and refugee communities to sustain their members.

The focus of the 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.

---

### Background to the Program Area of the Position

The Trainee Finance Business Partner (TFBP), working with Senior Finance Business Partner (SFBP), will partner with relevant cost centre managers and budget holders in the delivery of, end to end – single point of contact, financial advice and delivery of STARTTS finance tasks to ensure the effective, efficient and accurate financial management of the organisation.

This position is based in Carramar, together with other finance team members to ensure STARTTS financial information is accurate and up-to date and to provide high quality financial services. The appointee will be able to work flexibly and communicate well with staff and external services.

---

### ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: *Chief Financial Officer (CFO)*.
2. Responsible for: *Nil*.

---

## SELECTION CRITERIA:

### ESSENTIAL REQUIREMENTS:

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 REQUIREMENTS:

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.

---

### BRIEF DESCRIPTION OF ROLE

The position of TFBP operates within the finance team, reporting to the 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).

---

**PRIMARY OBJECTIVES:**

The overall goal of the STARTTS TFBP is to assist in providing a solid financial base for STARTTS activities. The objective of the role is the effective, efficient and accurate provision of a range of accounting and financial services in accordance with sound financial governance protocols, policies and procedures. The role is to be performed with high standards of service to management, staff and stakeholders.

---

**PRIMARY DUTIES:****1. Accounting & Financial Reporting**

- 1.1. Assist in the delivery of the day-to-day and monthly accounting and related tasks required for the accurate and timely delivery of financial reports.
- 1.2. Assist in the delivery of timely and accurate payment of end-to-end accounts payable transactions.
- 1.3. Assist in the delivery of timely and accurate payment of end-to-end accounts receivable transactions.
- 1.4. Complete bank and selected balance sheet reconciliations and other month-end tasks.
- 1.5. Monthly reconciliation of credit cards
- 1.6. Review and process supplier invoices within the expense management system, ensuring accuracy and compliance with company policies. Coordinate and set up weekly payment batches to suppliers, ensuring timely and efficient processing.
- 1.7. Expenditure analysis and dashboards for management

**2. Financial Governance**

- 2.1. Ensure financial transactions are properly authorised and are in compliance with the delegations manual and other sound financial governance protocols.
- 2.2. Assist with the development and maintenance of finance procedure manuals in accordance with board approved policies.
- 2.3. Assist in the revision of finance forms in accordance with policy and organisational changes, as and when required.

**3. Finance Systems & Process Improvements**

- 3.1. Working with delegated projects to ensure all expenditure relating to each project is maximised, accurate and reported on, monthly.
- 3.2. Keep abreast of, and implement, upcoming changes to statutory financial reporting requirements.
- 3.3. Keep abreast of changes to accounting standards and requirements.

**4. Management & Acquittal of Funds**

- 4.1. Assist with the preparation of finance reports for relevant projects and contracts for CFO review.
- 4.2. Assist in the timely and accurate preparation and delivery of financial acquittals for CFO review.

**5. Personnel**

- 5.1. Contribute to the STARTTS strategic planning process and report on relevant Strategic Plan Key Performance Indicators (KPIs).
- 5.2. Participate actively in the STARTTS Performance Management program and contribute to the development of an annual work plan that aligns with the organisation's Strategic Plan.
- 5.3. Be an active participant in team meetings to maximise contribution to the work of the team.
- 5.4. Participate in STARTTS staff meetings and other relevant meetings.
- 5.5. Work to ensure professional and co-operative working relationships within own team and with other departments across STARTTS.

- 5.6. Participate in identifying quality improvement initiatives/strategies.
- 5.7. Attend and participate in all training opportunities identified for the role.
- 5.8. Liaise with and seek senior advice as required.

**6. As a STARTTS employee you are expected to:**

- Have commitment to Human Rights, EEO, WHS and Safe Work Practices.
- Carry out the role and responsibilities in a manner that is consistent with delegations, policies, procedures and operations systems of STARTTS and in line with STARTTS Code of Conduct.
- Maintain confidentiality and exercise discretion in relation to all STARTTS matters.
- Actively seek to improve skills and knowledge that will benefit the organisation.
- Project a professional image at all times and in all situations.
- Undertake any other duties that may be required within the area of work.

---

**Equal Employment Opportunity and Staff Relationships:**

- STARTTS is an Equal Employment Opportunity (EEO) employer and encompasses its philosophy and practice.
- STARTTS rejects racism and sexism in all its forms and is committed to the elimination of racial and gender discrimination including direct and indirect racism and sexism, racial vilification, and harassment.

---

**STARTTS Workplace Policies:**

You must observe and comply with the provisions set out in any and all written policy, practice or procedure of STARTTS. A breach of STARTTS' policies, practices and procedures may result in disciplinary action up to and including termination of your employment.

---

**Induction and Orientation:**

- Participate in an Induction and Orientation program with STARTTS.
- Obtain access to Trello and Organimi, which are tools STARTTS utilises for planning, coordination, and project management.
- Provide a clear, passport-style photograph for your profiles on each platform to maintain a visible and identifiable contact within the organisation.

---

**Work Health & Safety Responsibilities:**

- Comply with STARTTS WHS policies and procedures.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report to your Supervisor any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work.

**Risk Management Responsibilities:** All staff have a responsibility to identify any risks (i.e., the chance of something happening that will have an impact on the objectives of the organisation) in the course of their work and to inform their supervisor, as per the *STARTTS Risk Management Policy and Program*.

---

**Smoke-free Workplace:**

STARTTS is completely smoke-free. This means that smoking is not allowed in any STARTTS' buildings, vehicles or grounds, there are no designated smoking areas. As an employee you are required to comply with the 'Non-smoking' Policy.

---

I have read the **Trainee Finance Business Partner** Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with STARTTS' policies and procedures and can be required to work in any location under the jurisdiction of STARTTS.

I also agree to strictly observe STARTTS' policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

**Employee Name:**

---

*Please print*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER: Jorge Aroche**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The review for this Position Description is due: October 2026**