



POSITION DESCRIPTION

Position Title	Client Financial Administrator (Assistant Bookkeeper)
Directorate:	Rehabilitation Services
Program	Therapeutic Community Maryknoll
Award/Agreement	Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016
Classification	3.1
Reports to	Financial Counsellor
Employment Type	Maximum-term contract (0.8 FTE)
Date of Review	29/12/2020

The Organisation
<p>We believe every person can change, grow and rebuild their lives if they choose. Since 1984, Windana has helped thousands of people take a new direction to lead healthy, productive and happy lives.</p> <p>Windana is a leading Melbourne-based drug and alcohol treatment organisation providing holistic services tailored to each client's unique situation, wherever they may be on their recovery journey.</p> <p>We support close to 1500 people across Victoria every year by providing AOD treatment services including residential withdrawal services, residential rehabilitation and a suite of non-residential and complementary services.</p> <p>Windana is a QIP accredited organisation currently employing over 150 highly experienced staff across multiple sites in metropolitan and regional Victoria.</p> <p>Our Mission Helping people to rebuild their lives.</p> <p>Our Vision We will provide a range of complementary treatment services to support individuals and families to assist them to recover from the harmful effects of drugs and alcohol. We will draw on our specialist expertise to increase community understanding of drug and alcohol related issues and we will develop a pro-active, educative focus to our work.</p> <p>Our Principles</p> <ul style="list-style-type: none"> • Provide a range of approaches and give attention to all aspects of an individual. • Provide unflagging belief and support for individuals who wish to change and grow. • Respect differences in culture, religion, gender, age, family situation, background and economic status. • Commit to honesty and respect in all our relationships. • Draw on our expertise to develop new approaches to support treatment information and community education. • Develop processes and practices that are open, fair and honest. <p>What we believe We believe that people can rebuild their lives.</p>

Program Information	
<p>The Therapeutic Community (TC) residents rehabilitate by exploring their own life experiences and learning from the experience and insights of others. In education, therapy, and work groups which form the basis of the daily routine everyone has an opportunity to explore new ways of experiencing life. The TC is all about change and growth in a supportive and non-judgmental environment.</p> <p>Located 75kms east of Melbourne, on a 40-acre property, residents live in self-contained houses in a campus style setting.</p> <p>The Community Programs consist of the Aftercare Program, Transitional Housing and a Rehabilitation Day Program. There is a Volunteer Coordinator that works within this team to provide opportunities for residents to volunteer within the community.</p>	
Position Objective	
<p>Directly accountable to the Bookkeeper, the Assistant Bookkeeper will ensure accurate and timely accounting of the TC finances. This role provides bookkeeping services for residents of the TC as well as general account work.</p>	
Position Responsibilities	
<p>The Assistant Bookkeeper role forms part of the administration team at the TC and Community Program at Maryknoll, Victoria. Specific responsibilities are as follows:</p> <ul style="list-style-type: none"> • Managing Quickbooks, bank reconciliation weekly and data entry • Produce financial balance reports for clients on a weekly basis • Liaise with Centrelink on Client's admission and discharge from the program • Process clients' payments fortnightly online for Centrelink; liaise with Centrelink by email or phone when there are difficulties with payments • Contact Job network providers when clients receive letter requesting them to go to appointments; make sure client has a current Centrelink Medical Certificate – email updated certificates • Liaise with Sate Trustee for fees and other funds related to client expenditure • Liaise with the Department to have clients Ministry House rental payment reduced while at Windana and Lodged Rental Rebate & Absentee forms with the housing office • Ensure weekly deposit of money, cash and cheques relating to clients occurs on a weekly basis and facilitate personal banking requested by client: <ul style="list-style-type: none"> ▪ Electronic payment to Chemist, Tobacco & Woolworth (personal shop) weekly ▪ Paying any bills on behalf of clients e.g. the post office, Specsavers or EFT (BPay) ▪ Sometimes picking up urgent personal shopping on behalf of the client while doing the banking • Manage residents' petty cash float and staff float for TC. Replenish integration float. • Organise funds for client's outings and then reimbursement from head office • Pay any urgent invoices requested by Managers and organise reimbursement from head office • Ensure invoices are received at the Corporate Office on a weekly basis 	
Key Working Relationships	
<p>Internal:</p> <p>Windana Staff & Clients</p>	<p>External:</p> <p>Department Health and Human Services, Centrelink and other Government Departments (State and</p>

	Federal), AOD Agencies, Allied Health Professionals & GPs
Selection Criteria	
<p>Mandatory Skills & Competencies</p> <ul style="list-style-type: none"> • Extensive experience working as a bookkeeper • Knowledge and experience in using accounting software such as Quickbooks • Ability to work in a clinical environment, in particular, a Therapeutic Community • Advanced level computer skills • Empathetic to values of Windana • Commitment to continuous quality improvement and OHS • The ability to abide by the organisation’s undertaking regrading confidentiality <p>Qualifications</p> <ul style="list-style-type: none"> • Qualification in bookkeeping and/or demonstrated experience <p>Desirable Skills & Competencies</p> <ul style="list-style-type: none"> • Certificate IV in Alcohol and Other Drugs or other relevant AOD qualification 	
Additional Requirements	
<p>All employees are required to:</p> <ul style="list-style-type: none"> • Obtain a valid Working with Children Check for this position; a police check will be administered for preferred candidates. • Register Windana as an employer with the Department of Justice for the Working with Children check before commencement • Report to management any criminal charges or convictions you receive during the course of your employment • Comply with relevant Windana clinical and administrative policies and guidelines. • Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures • Fully co-operate with Windana in any action it considers necessary to maintain a working environment, which is safe, and without risk to health • Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Windana • Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Windana management. Windana is committed to child safety and is a Child Safe organisation • Be aware of and comply with the Windana Code of Ethics and Practice • Current First Aid certificate or willingness to undertake • Have valid working rights to work in Australia 	
General Information	
<ul style="list-style-type: none"> • Employment terms and conditions are provided in accordance with the Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016 • All positions at Windana are subject to on-going government funding. 	

- Salary Packaging is available in accordance with current legislation.
- Windana is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment and/or discrimination. The organisation promotes diversity and awareness in the workplace.
- Under the Accident Compensation Act, it is the applicant's duty to advise Windana of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Windana reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Redeployment to other services or sites within Windana may be required

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee Name: _____

Employee Signature: _____ Date: _____