



PO Box 1103
Sunnybank Hills Q 4109
Phone: 3373 9499
Fax: 3373 9444
Email: kyabra@kyabra.org
Web: www.kyabra.org

30 July 2010

Dear applicant,

Thank you for your interest in the position of Manager – Finance and Administration.

Kyabra Community Association is a community based organisation that works to strengthen and enhance communities. Kyabra is an inclusive workplace and an equal opportunity employer. We encourage people to apply regardless of age, class, gender, sexual orientation, cultural heritage, ability or disability, or past behaviour. Where barriers may exist to applying, we would support applicants to overcome these.

Please send your application addressing the selection criteria shown on page 4, along with resume and contact details of two referees to:

**General Manager - Services
Kyabra Community Association
P.O Box 1103
SUNNYBANK HILLS QLD 4109**

Or

email to kyabra@kyabra.org

Applications close 5.00pm on Friday 13th August. Interviews will be held on Tuesday 17th August.

This is an opportunity to be part of a dynamic team and a progressive organisation that pursues best practice within a social justice framework.

If you would like to discuss further details of the position please contact Jean Griffin, General Manager - Services on 3373 9499 or 0413 949 728.

Kind regards,

A handwritten signature in blue ink that reads "Jean Griffin". The signature is fluid and cursive, with a long horizontal line extending to the right.

Jean Griffin
General Manager - Services

Kyabra Community Association Inc. is a community based organisation that works to strengthen and enhance community. Our services and activities are underpinned by our Essence Statement (see attached).

<p><i>Manager – Finance and Administration</i> <i>Job Description</i></p>

The Position – Manager Finance and Administration

Kyabra Community Association Inc. provides strengths based integrated responses to people in our community. Direct service work involves partnership with individuals and families to identify goals, develop strategies and evaluate outcomes.

This may involve a range of activities/functions including: Assessment, Advocacy, Interpersonal Support Work, Co-ordination, Case Management, Community Development, and other such responses that facilitate the achievement of specified goals.

The aim of the position is to provide appropriate financial and administrative support to programs and agency to ensure that statutory and community obligations are met. The Finance and Administration Manager will effectively and efficiently provide overall financial management and lead the Finance and Administration team, including all accounting and administrative functions. Additionally the position will contribute to the overall management of Kyabra Community Association Inc.

The Manager – Finance and Administration must have relevant tertiary qualifications in accounting and a current driver's license.

Service Responsibilities

- To manage and lead the Finance and Administration team.
- To ensure the maintenance of an efficient cost effective accounting system which meets the needs of Managers, the Executive Board, external auditors, funding bodies and statutory obligations.
- To ensure the development and maintenance of effective Human Resources and Industrial Relations Policies and Practices
- To ensure salary and benefits packages are in line with Award standards.

- To ensure appropriate financial reporting systems are in place and that information is provided to the Executive Board and funding bodies with relevant input from managers
- To ensure cost effective maintenance of the organisation's assets and equipment
- To ensure the cost effective use of all resources, both internal and external

Organisational Responsibilities

- To work within the Vision and Values of Kyabra's Essence Statement.
- To comply with Kyabra's Code of Conduct and all organisational policies and procedures.
- To actively evaluate and critique practice at an individual, service and organisational level.
- To strive for ongoing improvement in all areas of activity.
- To participate in organisational professional development planning on request.
- To participate in professional development training opportunities.
- To maintain documentation relating to clients in an appropriate records management system with due respect to confidentiality.

Selection Criteria

Core Skills, Knowledge and Experience

Essential

1. Demonstrated experience and advanced skills in financial and management accounting, cash management, administration and staff management.
2. A demonstrated commitment and skills in providing a client centred approach to service delivery and service development
3. Skills in strategic/operational planning and evaluation at a service and organisational level
4. Highly developed organisational skills with a demonstrated ability to achieve goals in a timely and accurate way.

Desirable

5. Knowledge of best practice in human resource management and industrial relations policies and practices.
6. Knowledge of information technology systems or the capacity to acquire such knowledge

Organisational Skills, Knowledge and Experience

- Understanding of and commitment to the principles of social justice.
- Demonstrated capacity to work in ways that focus on people's strengths.
- A demonstrated ability to lead and work as a member of a team.
- Well developed interpersonal and organisational skills.

Responsible To

General Manager - Services

Relates To

CEO, Management Team, other staff and volunteers
Executive Board members
Families and individuals
Other service providers/community organisations.

Salary and Conditions

Remuneration will be in accordance with Kyabra Community Association Inc.'s Collective Agreement – Level 6 (SCHC&DS Industry Award 2010 level 6 equivalent) with the ability to salary package. Kyabra is supportive of work and family balance and adopts family friendly practices to achieve this.

Criminal History Check

The successful applicant will be required to apply for a Personal/Criminal History Check. We are legally obliged to warn you that it is an offence for a disqualified person to sign a blue card application form.

Hours of Work

A fulltime position at Kyabra is 35 hours per week. Staff work flexible hours to meet the requirements of the position, including some evening and weekend work.

Equal Opportunity Employer

Kyabra is an inclusive workplace and an equal opportunity employer. Aboriginal and Torres Strait Island people, people with a disability and people from culturally and linguistically diverse backgrounds are encouraged to apply.



Kyabra Community Association Inc. Essence Statement

VISION

Our vision is of fair, thriving, sustainable communities that instil hope, embrace diversity, promote safety, and in which all people feel a sense of belonging.

PURPOSE

Kyabra Community Association Inc. aims to contribute to fair, safe and inclusive communities by:

- Providing services that are based on the strengths and aspirations of community members;
- Resourcing workers;
- Resourcing communities and working in partnership with community members to achieve their aspirations, goals and vision;
- Investing in innovative and creative enterprises and projects;
- Influencing policy through research and advocacy; and
- Committing to environmental sustainability in its operation.

MISSION

Kyabra is committed to providing socially just services to enable the sustainable development of individuals, families, communities and organisations. It currently does this by facilitating opportunities for the enhancement of their strengths and capacities through its range of innovative services and business initiatives delivered by:

Community Programs

The Community Programs team works in partnership with individuals, groups and organisations to build on and enhance community connections through services and activities that promote financial and social inclusion.

Our work is currently focussed on the following services and activities:

- Community Finance/No Interest Loans
- Intentional Recovery Options
- Kyabra Homework Club
- Playgroup in the park

Disability Services

The Disability Service provides flexible support to parents/care givers and their family who have a person with a disability living at home with them. Our aims are to:

- Identify skills, abilities and strengths
- develop goals
- meet their needs
- gain independence
- access and contribute to the community

We acknowledge the uniqueness of families and understand the importance of working together to give parents/care givers and the family member being supported, the opportunity, skills and support to take a break and achieve their goals.

In addition to this, The Building Tomorrows Together Project works alongside families as they explore options for their adult sons and daughters with a disability to move out of the family home and into a place of their own.

Families Change

Families Change Team provides learning opportunities to individuals and families who are interested in identifying and strengthening skills and knowledge to support family relationships, parenting and early childhood development.

These learning opportunities will focus on

- Pregnancy and birth
- Early Childhood Development
- Parenting and relationships across life transitions.

Foster and Residential Support Service

The Foster and Residential Support Service works with children, young people, families and Foster Carers to provide opportunities and experiences that make for a sustainable family life:

- that is safe and fulfilled
- where physical and emotional needs are nurtured
- where all areas of potential are allowed to grow fully
- that is surrounded by communities of care who welcome everyone's participation

We provide services that support reunification with birth families. This work is undertaken through services and activities in our Out-of-Home Care programs.

Housing Support Service

This housing service works with people who are in housing crisis. The service does this in two ways, offering:

- A Homelessness Early Intervention program aimed at stabilising the current housing crisis.
- A 12 month transitional Housing Support Program where families who have or are at risk of having tenancy failures are provided with support, education, advocacy and affordable accommodation. The program is committed to assisting people with the housing goals of transitioning to stable, permanent housing

The Housing Support Service oversees innovative projects which research, develop and implement best practice in early intervention and housing practices.

Kyabra Social Enterprises

Kyabra Social Enterprises offers operates a number of commercially viable businesses that contribute to the broader Kyabra Vision by achieving significant social outcomes. It achieves this through the employment of local people and in delivering affordable housing and high quality goods and services.

All of these services and initiatives are supported by the **broader organisational infrastructure** which includes:

- The Executive Board;
- Senior Management;
- The Finance and Administration Team;
- and The Quality Assurance Team.

VALUES AND BELIEFS

Social Justice

We believe all people have inalienable rights as agreed to in the Universal Declaration of Human Rights and that all should have an equal opportunity to access the benefits of their society.

Respect

We aspire to demonstrate respect for all people and honour human diversity and uniqueness. We seek to uphold the worth of all individuals and to preserve their dignity.

Cultural Recognition

We are committed to recognising all cultures within the community. We honour the past, present and future significance of Aboriginal & Torres Strait Islander (A&TSI) peoples' culture. We seek to support their initiatives to protect & maintain knowledge of core A&TSI protocols, and principles of governance. We believe that cultural recognition needs to be a precursor to any reconciliation process.

Belonging

We recognise the fundamental importance of relationships, which extend from a sense of self and connection to place, through to a diversity of family and community relationships, and ultimately rest within a sense of shared or global humanity.

Participation and Inclusion

We believe that everyone has a valuable contribution to make to family, community and political life. We value the diverse contributions that people can make.

Self Determination

We believe that people are their own experts and that change is most likely when people can be active participants in their own desired futures by controlling resources, relationships and decision making.

Hope

We are hopeful that even the most complex of social issues can be addressed. We believe that change is possible and that a capacity for learning and growth can prosper at any level in society given the right conditions and resources.

Strengths

We believe strengths and capacities should be acknowledged as the most important resource for change. We believe that while people will generally be doing the best with the resources that they have, complementary, external resources can be useful for change to be achieved and maintained.

Collaboration

We value collaboration, and we seek opportunities to pool our resources, and complement the strengths of others to create a caring and just society.

Innovation

We embrace innovative ways of creating effective responses to changing needs and current understandings. We see innovation as nourished by continuous research, evaluation, reflection, training and financial self reliance.

Accountability

We actively support, accept and demonstrate accountability for all of our organisation's activities, including our financial and business operations, and our environmental and social impact through transparent, open and honest processes.

“Strength in community”

Accepted by Executive Board 17th December 2008