

Why Join Our Team?

At Children by Choice, **we believe in creating a world where everyone has the freedom to make their own reproductive choices.** As a **proudly feminist organisation**, we're leading the way in reproductive rights and gender equity across Queensland—and we're looking for passionate, values-driven people to join us on this exciting journey!

Imagine coming to work every day knowing you're making a real difference. We're a team that's deeply committed to creating positive change, offering all-options pregnancy counselling, wraparound support, education and training, work with consumers and health professionals as well and advocacy for every pregnant person's right to make informed decisions. Whether it's supporting someone through their pregnancy choices, improving access to safe abortion services, or shaping policy, our work is grounded in compassion, care, and justice.

Our environment is **collaborative, supportive, and dynamic**—and **we want you** to bring your passions to the table. Here, your ideas matter. You'll have the opportunity to contribute meaningfully to improving access to women and pregnant people's rights to parent by choice, to access abortion if that is their choice, and overall work towards gender equality.

With expanded funding under the Termination of Pregnancy Action Plan from Queensland Health and from Queensland Department of Justice and Attorney General, we aim transform reproductive healthcare access across the state. We're also deeply committed to gender equity and the intersections of reproductive justice, domestic, family, and sexual violence (DFSV), with funding from Department of Justice and Attorney General.

This is a place where your commitment to social justice aligns with your day-to-day work, and where your professional growth goes hand-in-hand with your passion for creating a fairer, more equal society.

Children by Choice is led by a voluntary Management Committee, a group of diverse professionals who guide our strategic vision, governance, and core values. Our CEO, working alongside a passionate team of professionals and volunteers, ensures that every voice is heard, and that we work together in a spirit of collaboration and equality.

By joining our team, **you'll be part of a bright, forward-thinking, and values-driven organisation** that's truly at the forefront of reproductive rights in Australia. You'll have the chance to work with like-minded colleagues, develop your skills, and contribute to a movement that promotes change and equality for all.

If you're looking for a place where you can grow, make an impact, and feel great about the work you do, Children by Choice is the place for you.

Join us in making a difference!

Position Description

POSITION	Finance Worker
Reports To	Chief Financial Officer
Date	9 th October 2024
Closing Date	Monday 21 st October 2024
Award	Social, Community, Home Care and Disability Award (SCHCDS)
Award Level	Level 5
Wage Range	From \$49.28 per hour / approx. \$97,000 pa (pro-rata) Children by Choice can offer salary sacrifice up to \$15,900 per year tax-free for general living expenses. Additionally, employees can salary sacrifice up to \$2,650 per year for meals and entertainment, bringing the total potential tax-free benefit to \$18,550 annually.
Employment Status	Permanent Part-time
Hours	37.5 hours per week negotiable (possibility of working from home regularly)
Direct Reports	Nil

Organisational Environment

Founded in 1972 with a strong grassroots approach, **Children by Choice** continues to carry forward this spirit of advocacy and community-led action as we lead the way in advancing reproductive rights and gender equity.

Children by Choice provides counselling, information and education services on all pregnancy options, including abortion, adoption, kinship and alternative care and parenting. We provide a Queensland-wide counselling, information and referral service for pregnancy.

Nationally we deliver sexual and reproductive health education sessions in health and hospitals around Queensland, across the community and offer training for GPs and other health and community professionals on pregnancy options, reproductive coercion and post abortion counselling across Australia. We provide consumer groups and resource development and are focussed on delivering to priority groups in Queensland, including but not limited to people with a disability, LGBTIQ+ people, women who interface with the justice system, First Nations people, people from Culturally and Linguistically Diverse backgrounds.

Children by Choice fosters a welcoming and supportive workplace, where every team member is encouraged to contribute their skills and passions to our shared mission of advancing

reproductive rights and gender equity. Our organisation is governed by a Voluntary Management Committee, a group of dedicated professionals elected annually at the AGM. While the Committee provides governance oversight, they also offer expert guidance on operational matters to ensure our work remains strategic and responsive to best practices.

You will be part of a small, passionate team of professionals committed to delivering high-quality, evidence-based services. All team operate with a collaborative approach while promoting individual role autonomy and professional development. Together, the direct client working teams and community engagement teams work closely to provide compassionate support, advocacy, and comprehensive information to women, pregnant people, and other stakeholders.

At Children by Choice, we are proud to offer a warm, inclusive, and values-driven environment. We emphasise collaboration, innovation, and a deep commitment to gender equity and reproductive justice.

Our team is dedicated not only to achieving our goals but also to supporting one another in creating meaningful change. This is a place where you can grow, make an impact, and work in alignment with your values.

Our latest strategic plan and annual report, outline our current priorities and reflect our ongoing commitment to expanding access and improving outcomes for all pregnant people in Queensland.

Our **Annual Reports and Strategic Plan** are available on our website at www.childrenbychoice.org.au.

We strongly encourage applications from First Nations peoples, culturally and linguistically diverse (CALD) individuals, and other priority groups, as we are committed to fostering an inclusive and diverse workplace

The Role

The Finance Officer plays a crucial role in ensuring the smooth operation of Children by Choice's financial systems and processes. This role supports the organisation's financial sustainability by managing payroll, processing accounts, maintaining compliance with government regulations, and assisting with financial reporting.

The Finance Officer will work with financial software systems including Xero and Employment Hero, contributing to accurate financial record-keeping and assisting with budgeting, auditing, and grants management. They will also support internal stakeholders and provide financial insights that help advance the mission of Children by Choice.

Key Responsibilities

- **Financial Operations:** Support the day-to-day financial operations using accounting software such as Xero, Employment Hero, and the organisation's CRM system.
- **Payroll Processing:** Oversee all aspects of payroll, including calculating and processing employee wages, managing superannuation, and administering salary sacrifice

arrangements under Fringe Benefits Tax (FBT) exemptions for Public Benevolent Institutions (PBIs).

- **Client Financial Support Program:** Administer the client financial support program, including evaluating applications against funding criteria, processing payments, recording transactions, and preparing program reports.
- **Month-End Procedures:** Perform end-of-month financial reconciliations and prepare financial reports for both internal and external stakeholders.
- **Accounts Management:** Assist with Accounts Payable and Accounts Receivable functions, including the management of creditors and debtors.
- **Transaction Tracking:** Track and reconcile transactions against funding sources in line with approved budgets and funding agreements.
- **Contract and Grant Management:** Contribute to the management of funding contracts and grants, supporting budgeting, financial coding, monitoring, reporting, and acquittals to ensure compliance.
- **Audit Participation:** Support financial and HSQF audits from preparation to completion, including reporting requirements and recommendations.
- **Other Financial Duties:** Provide support for other financial or operational tasks as directed by management to meet organisational objectives.

General Responsibilities

- **Organisational Culture:** Actively contribute to a positive organisational culture that reflects the values and mission of Children by Choice.
- **Feminist Framework:** Work within a feminist framework, adhering to Children by Choice's decision-making principles, policies, and ethical standards.
- **Collaboration:** Collaborate with team members across departments, participate in shared projects, attend staff meetings, and provide assistance during periods of peak demand or high workloads.
- **Professional Development:** Stay informed of current best practices and developments in financial management, participating in relevant skills training as identified in the annual work plan.
- **Time Management:** Manage competing priorities effectively while maintaining a healthy work-life balance.
- **Stakeholder Reporting:** Assist the team in preparing clear and accurate reports for management and key stakeholders, contributing to ongoing organisational transparency.
- **Compliance and Integrity:** Ensure compliance with organisational policies and procedures, maintain confidentiality, and uphold a high standard of professionalism in all interactions.
- **Strategic Contributions:** Support collective efforts such as strategic planning, policy development, and participation in public events that further the mission of Children by Choice.

Qualifications & Experience

- Proven experience in financial management, payroll processing, and financial reporting.
- Proficiency in financial software such as Xero and payroll systems like Employment Hero.

- Strong understanding of financial principles, including reconciliation, accounts payable/receivable, and grant management.
- Experience in budgeting, grant acquittals, and managing financial contracts.
- Knowledge of Fringe Benefits Tax (FBT) exemptions and salary sacrifice arrangements in the context of Public Benevolent Institutions (PBIs).
- Familiarity with audit processes and financial compliance standards.
- Excellent organisational, time management, and communication skills.
- Knowledge of client databases or CRM systems.
- Ability to work collaboratively in a team environment while managing independent tasks.
- Commitment to Children by Choice's feminist framework and principles.

This position is essential to ensuring the financial sustainability and effectiveness of Children by Choice in providing support to pregnant people across Queensland.

Selection Criteria

To be successful in the Finance Officer role, you will demonstrate the following skills and abilities:

- **Collaborative Mindset:** You maintain an open, team-based, and collaborative approach to all working relationships, engaging effectively with staff, the Management Committee, and the membership and supporters of the Association.
- **Computer Literacy:** You possess demonstrated computer literacy, with advanced proficiency in Xero and Microsoft Office applications (particularly Excel and Outlook). You are eager and capable of quickly learning new technologies as needed.
- **Relevant Qualifications:** You hold relevant qualifications, equivalent to at least a Certificate IV in Bookkeeping, showcasing your foundational knowledge in financial practices.

Desirable Skills and Experience

While not essential, the following qualifications would be advantageous:

- **Salary Sacrifice Knowledge:** You have a solid understanding of salary sacrifice laws and limits, particularly as they apply to employees of Public Benevolent Institutions.
- **Experience with Employment Hero:** Familiarity with Employment Hero and its integration with Xero for payroll processing would be beneficial in streamlining our financial operations.
- **Understanding of SCHADS Award:** A high-level understanding of the Social, Community, Home Care and Disability Services Industry Award (SCHADS) would enhance your capability to navigate our financial frameworks effectively.

Your skills and experiences will play a crucial role in supporting Children by Choice's mission and ensuring efficient financial operations. We're looking for someone who embodies a positive attitude and is committed to working collaboratively for a cause that matters!

Children by Choice embraces a diverse and inclusive environment. Our service values diversity and acknowledges that inclusive spaces generate creativity and innovation in perspective and problem solving while producing more sustainable and effective outcomes. Aboriginal and Torres Strait Islander people, people with a disability and people from the LGBTIQ+ community are strongly encouraged to apply.

It may be a genuine requirement of this position that it is a woman as per the exemption granted to Children by Choice by the Queensland Industrial Relations Commission.

[Children by Choice Association Inc. is exempt from the operations of sections 14, 15, 15A, 124, and 127 of the *Anti-Discrimination Act 1991* in relation to attribute in s 7(a).]

How to Apply

We're excited that you're considering joining the Children by Choice team! To apply, please send us:

- A **one-two page response** outlining how your skills and experience match the key selection criteria and duties in this role.
- Your **current CV** detailing your professional background and qualifications.

At Children by Choice, we value passion, collaboration, and a commitment to making a difference. We encourage you to keep your application clear, friendly, and focused on how you can contribute to our mission.

For any queries please contact: recruitment@childrenbychoice.org.au we're happy to respond via email or call you back!

Please submit your application via email to recruitment@childrenbychoice.org.au with the subject line: **Finance Officer Application – [Your Name]**.

Applications close on 9am 21st October 2024.

We can't wait to hear from you!