

POSITION DESCRIPTION

This position description is a guide to the general range of duties assigned to the position holder. It is not intended to be definitive or restrictive and is subject to periodic review.

Position Title	Finance & Data Systems Consultant
Employment Type	12 Month Contract with possibility of extension
Program	Finance
Work Location	Dowsing Point
Reporting to	Systems Project Manager
Grade/Classification	Level 6, HACSU – NEXUS INC. ENTERPRISE AGREEMENT 2016
Position Description updated	5 May 2022

Position Objective

To support the implementation of a new Client Management System (MYP) and Accounting System (Business Central - BC), Project Management of the Accounting Transition and support the integration of the two systems in order to support the efficient and effective management of Nexus Inc.

About Nexus

Nexus is a NDIS registered not for profit organisation based in Southern Tasmania. We employ over 400 staff who provide support and development opportunities to people requiring physical, social, and psychological supports. We provide support in clients' own homes, in the community, and in supported living accommodation.

Nexus is also a registered charity and employees can utilise a generous salary sacrifice program.

OUR VISION A community where everyone is safe, valued and respected.

OUR MISSION Supporting you to live the life you choose.

OUR VALUES

DEDICATION	SOLUTIONS – FOCUS	EFFECTIVENESS	TEAMWORK
<ul style="list-style-type: none"> We earn the respect of our clients by being respectful and dedicated in our work We take our role in supporting people seriously We provide reliable and dependable service 	<ul style="list-style-type: none"> We work collaboratively with clients supporting them to achieve their goals We are compassionate, innovative, honest and determined We are adaptable when working to meet clients' needs 	<ul style="list-style-type: none"> Our service makes a positive difference to the lives of clients and our community Our practice is of the highest quality Our practice is evidence based 	<ul style="list-style-type: none"> We have honest and genuine relationships with clients and the people important to them We have honest and genuine relationships with our co-workers and other stakeholders We recognise diversity and appreciate that we all have something to offer the team We work to grow and strengthen the capabilities of our team

Required Skills and Personal Attributes (Selection Criteria)

- Project Management – understanding of managing large scale organisation wide project implementations.
- Effective stakeholder engagement – a skilled communicator able to deal with stakeholders at all levels of Nexus
- Critical thinking - ability to understand and analyse problems and find effective solutions
- Problem solving – can solve business challenges by creative thinking and collaboration with teams and colleagues.
- Decision making – skilled in making decisions around things such as requirement prioritisation, scope, assessing viability of solutions etc
- Good listener & communicator - ability to ask the right questions and correctly understand the information received in order to be able to articulate the requirements of Nexus
- Attention to detail – Ability to ensure the accuracy of data

Qualifications / Experience

- Membership of the Chartered Accountants, Australia & New Zealand (CAANZ), CPA Australia, or international equivalent
- Proven experience in implementation of Accounting and Client Management Systems
- Experience in the use of Business Intelligence tools for reporting and data analytics

Key Responsibilities

This role has typical duties that are expected of the position comprising of:

- Data validation and cleansing of the current accounting system and transition to our new accounting environment (BC - Business Central)
- Ensure accuracy of data transferred into BC
- Assist with the transfer & accuracy of data in MYP
- Testing of data transfer between MYP & BC to ensure accuracy prior to implementation
- Assistance with the development of system checks and business processes to ensure consistency of data within the two systems.
- System and process improvement post go Live.
- Development of BI reporting based on organisation requirements.

Special Requirements

As you will be working with people with disability, you will also need to meet the following requirements:

- Working with Vulnerable People Card with NDIS endorsement.
- National Police Check.
- Current unrestricted Tasmanian drivers' licence
- Covid-19 vaccination statement compliant with State and Federal legislation and current public health requirements for working in the Disability sector.

Employee Name:
Employee Signature:
Date:

Manager Name:
Manager Signature:
Date: