



## **Job Description: Finance Manager**

<b>Job Title:</b>	Finance Manager
<b>Primary Work Location:</b>	Yass Valley Aged Care, 41 Castor Street, Yass. 2582
<b>Position Reports to:</b>	Chief Executive Officer
<b>Direct Reports:</b>	Finance Officer Finance Assistant
<b>Specifications:</b>	Part time 24 Hours per week.

### **Purpose of Position**

The Finance Manager is responsible and accountable for the management of financial reporting and compliance. The position requires a strong leadership role with direct reports in the accounting and payroll teams, ensuring objectives and outcomes are met, as directed by the CEO and the Board. The position is accountable and responsible in ensuring compliance with organizational policies and procedures, relevant standards, relevant legislation and accepted industry practices.

### **Key Result Areas**

#### **Reporting and Compliance**

The position is accountable and responsible for ensuring robust financial management, including monthly management and financial reporting, budgeting processes, analysis, compliance and auditing. This includes the development and implementation, monitoring and evaluation of reporting applications and strategies.

#### **Payroll**

The position is accountable and responsible for the payroll functions. This includes the routine time sheeting, reconciliation, payment, development and implementation, monitoring and evaluation of payroll strategy.

### **Staff Management**

The position is required to provide appropriate staff and performance management to direct reports.

### **Contractors**

The position is required to direct and monitor the performance of contractors and manage a tender process to obtain maximum efficiency, quality service and profitability for the Organisation.

### **Strategic Directions**

The position is required to assist the Board in achieving its strategic plans for the future direction of the Organization.

### **Team Work and Culture**

This position is required to lead, contribute and direct the team in a positive and motivational manner working towards the achievement of operational outcomes and promoting a positive workplace culture in alignment with the Organization's Values, Mission and Vision.

### **General**

Punctuality, confidentiality and presentation in accordance with policies will also be monitored.

### **Stakeholder Relationships**

This position is required to liaise and collaborate with all relevant stakeholders, both internal and external, including resident representatives, to ensure effective and efficient workflow.

### **Work Health and Safety (WHS)**

This position is required to lead by example to ensure WHS is a day to day practice and to comply with and contribute to Work, Health and Safety policies and procedures.

## **MAIN ACTIVITIES**

### **Reporting and Compliance**

Responsibility to produce timely and accurate financial reports and management accounts consistent with relevant standards and accounting principles and in accordance with policies and procedures.

Responsibility for the integrity of the accounting records.

Ensure that appropriate systems and controls are in place to detect and minimize error, fraud and theft.

Ensure that internal reports are in accordance with the legislated, prudential and ethical requirements of the appropriate Health and Aged Care bodies.

Co-ordination of financial reporting for prudential compliance and grant acquittals.

Management of business systems, ongoing monitoring of accounting and reporting systems and development of existing/introduction of new systems as deemed necessary.

Provide high quality analysis and feedback to managers and other stakeholders on financial performance to budgets and other established targets or KPI's and:

- Financial accounting policies and procedures

- Annual financial accounts and reporting

- Financial analysis and reporting

- Financial systems

- Treasury management and cashflow

- Interim and annual audit budget preparation

- FBT and GST returns

- Insurances

- Statistical data and reporting

- General accounting and reporting tasks as directed.

### **Payroll Management**

Responsible for the management of the payroll area to ensure delivery of outcomes in line with the contract objectives, government or management requirements.

Responsible for the development and implementation of processes to ensure measurement of performance and compliance in accordance with the payroll management plan, risk management plan, policies and procedures.

Responsible for information including compliance reporting and reports regarding payroll activity, and

General tasks as required.

### **Staff Management**

Maintain appropriate staffing levels for the accounting and payroll management functions.

Ensure all established positions are properly defined and documented and appropriate delegations are established.

Ensure that direct report staff are appropriately qualified, certified and trained with proven abilities to perform their responsibilities at the level required.

Ensure key performance indicators (KPI's) and performance goals for each report are monitored and reviewed annually.

Coach and mentor Direct Reports to ensure they effectively manage the resources for which they are responsible.

Staff are provided with opportunities for development.

Performance management processes are adopted to enhance staff performance and development.

Regular monitoring of staff performance is performed and communicated.

### **Teamwork and Culture**

Provide advice and support to all team members.

Undertake regular team meetings to ensure team functions effectively and efficiently.

Lead team members in a positive and motivational manner, ensuring clear communication about work objectives and outcomes, resulting in a cohesive working team with a common goal.

Undertake performance planning and reviews with team members regularly ensuring reward and recognition for strong work performances.

Ensure any underperformance is addressed.

Maintain professional behaviour at all times in alignment with YVAC values, missions and vision statements.

Contribute to team meeting and team planning days in a professional manner respecting other team members.

Work cohesively as part of the Finance team to meet strategic and operational key outcomes.

## **Stakeholder Relationships**

Responsible for the development and ongoing management of key internal and external stakeholder relationships.

Attend meetings and forums as requested by the CEO and Board.

## **Work Health and Safety (WHS)**

Ensure reports undertake all necessary induction and training required for WHS in accordance with WHS policies and procedures.

Undertake all mandatory training in all areas of WHS as requested.

Accountable and responsible for reporting any incident, accident or near mishap as per policies and procedures, ensuring reporting within the twenty-four hour time limit is met.

Comply with all policies and procedures in WHS, Workers Compensation and Return to Work. Contribute and comply with Return to Work programs as appropriate.

Accountable for ensuring safety at work through reporting and potential hazards in both health and safety.

Responsible for taking preventative actions as appropriate and as per policies and procedures.

## **Key Stakeholders**

Internal

The Board and the Chief Executive Officer.

External

Government Departments and Funding Providers.

## **Qualifications**

Degree Qualification in Commerce or Accounting.

Completion of CPA or CA

## **Experience and Skills**

### **Essential**

Reasonable experience in producing accurate and timely financial statements.

Thorough understanding of Australian Accounting Standards.

Demonstrated ability to undertake complex reconciliations of general ledger accounts.

Demonstrated competence in the analysis of financial information.

Ability to interact with other stakeholders to provide timely analysis, feedback and advice on financial performance.

A commitment to quality improvement and best practice.

Advanced interpersonal and communication skills.

High level of computer literacy using modern accounting and related software packages.

Intermediate level skills in MS Office.

Advanced skills in Microsoft Excel.

### **Desirable**

Thorough understanding of Australian Accounting Standards and relevant legislation as it impacts on the financial aspect of not-for-profit organizations.

Demonstrated competencies in and an understanding of the Health, Aged Care or Not-for-Profit sectors.

I have read and understood the job description

**Name:**

**Signature:**

**Date:**