

Position Description

Position	Finance Manager / Accountant
Location	Ringwood
Reports to	General Manager, Corporate
Direct Reports	2
Award/ Classification	SCHADS Level 8
Date	July 2018

ORGANISATIONAL CONTEXT

EDVOS is the specialist family violence service in the Eastern Metropolitan Region and covers the municipalities of Boroondara, Manningham, Whitehorse, Knox, Monash, Maroondah and Yarra Ranges.

We provide an integrated range of support and services to empower women and children who have experienced and are responding to family violence. We focus on ensuring the safety of women and children, and the accountability of perpetrators. We provide support, information, case management, risk assessment, safety planning, community education, programs for pet safety and a strong network of referral pathways to other services.

EDVOS provides equal opportunities to individuals without regard to race, colour, religion, national origin, age, disability, culture or sexual orientation. EDVOS has a Diversity Working Group that is committed to championing best practice in these areas and leads by example to break down the barriers to inclusion. EDVOS fosters a diverse workplace where people are free from discrimination and disadvantage and are afforded dignity and respect.

EDVOS have an EEO exemption in relation to gender discrimination, whereby we employ women only to our positions as per exemption number A196/2012. This is due to the specialist nature of our work and the services that we provide to women and children who have experienced or are responding to family violence in the community.

EDVOS is a child- focused and child safe organisation and we are committed to promoting and protecting the safety and interests of children.

EDVOS Vision

A community free from family violence, where everyone feels safe.

EDVOS Mission

To take a collaborative and evidence-based approach to supporting those experiencing family violence whilst also working to prevent family violence before it occurs.

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EDVOS Values

- **Equity:** Prioritising the use of resources to address inequities in our society;
- **Accountability:** Responsible for delivering high quality, evidence based services AND; working to ensure perpetrators of violence are held to account for their actions;
- **Collaboration:** Striving to be a valued partner by working collaboratively with others;
- **Respect:** Concern for human rights as well as the experiences and aspirations of others;
- **Innovation:** Displaying resourcefulness and innovation, focusing on positive and sustainable outcomes;
- **Advocacy:** 'Actively speaking and behaving in a way that advances human rights'

ORGANISATIONAL ACCOUNTABILITIES (applicable to all employees)

<p><i>Occupational Health and Safety (OH&S) and Wellbeing</i></p> <p>Comply with the requirements of Victorian Occupational Health and Safety (OHS) Act 2004 and related OHS procedures and Safe Operating Procedures developed by EDVOS, including to:</p> <ul style="list-style-type: none"> • Work in a manner that considers and enhances the health, safety and wellbeing of self and others. • Report to work fit for duty and not negatively affected by alcohol, drugs, medication or other substances. • Ensure that all work areas are maintained in a safe condition. • Identify, report and record all safety hazards, incidents and injuries. • Participate in OHS training, consultation and communication meetings where required. • Actively assess, manage and where possible mitigate workplace risk.
<p><i>Continuous Quality Improvement (CQI)</i></p> <ul style="list-style-type: none"> • Become familiar with and adhere to EDVOS's policies, procedures and Code of Conduct. • Contribute to or participate in Continuous Quality Improvement (CQI) activities of EDVOS and implement CQI strategies into work practices. • Attend supervision, job-specific and organisation-wide training, meetings, working groups and conferences as required. • Be open to new ways of doing things and respond to challenges with innovative ideas and solutions. • Strive for and promote continuous quality improvement across the organisation.
<p><i>Diversity</i></p> <ul style="list-style-type: none"> • Demonstrate respect and acceptance of diversity at all times. • Interact with EDVOS clients, staff and other stakeholders in a manner that is inclusive, respectful and non-discriminatory.
<p><i>Respectful Relationships</i></p> <ul style="list-style-type: none"> • Facilitate good, respectful working relationships with EDVOS staff, clients and all stakeholders, internal and external through clear communication and a willingness to work towards the prompt resolution of any concerns.

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POSITION OBJECTIVE

The Finance Manager/ Accountant is a key leadership position that is responsible for ensuring the provision of high quality financial and accounting operations that best support EDVOS' strategic objectives and maintain its long term financial security. The position is responsible for the development and delivery of a financial strategy as well as managing and carrying out operational finance activities, including analysis of departmental finances and development of annual budgets. The Finance Manager/ Accountant reports to the General Manager, Corporate and is a member of the Senior Management Team (SMT) and is responsible for leading a small team of finance professionals.

POSITION SPECIFIC ACCOUNTABILITIES

Financial Planning and Management

- Work with Senior Management Team (SMT) and Executive in the analysis, development, planning and roll out of an annual budget and revised budgets as required
- Ensure all aspects of financial management are carried out, including cash flow, accounts processing, financial and management reporting
- Prepare Statutory Accounts in accordance with legislation and accounting standards
- Review monthly costings and prepare and analyse monthly financial management reports for the Board, Executive Director (ED) and Senior Management team (SMT) in conjunction with the ED and General Manager (GM) - Corporate
- Prepare ad hoc reports as required
- Develop and implement the EDVOS Internal Financial Audit plan
- Ensure compliance with legislative requirements including but not limited to WorkCover remuneration, FBT, BAS, ACNC, DHHS
- Develop, implement and maintain a financial system to support managers in managing their budgets
- Coordinate the external audit and liaise with auditor
- Develop, implement and monitor finance policies and procedures
- Participate / lead organisational working groups and committees as required
- Take an active leadership role in EDVOS' continuous quality improvement program as well as accreditation processes
- Participate in Board of Governance Finance and Audit Committee meetings
- Authorise all banking transactions
- Authorisation of EFT payroll files
- Participate in SMT meetings
- Complete certification of annual WorkCover remuneration (WorkCover premium assessment forms)
- Review and maintain Chart of Accounts
- Prepare the quarterly BAS
- Oversee payroll function
- Exercise authority and delegation as per EDVOS' delegation authority

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- Deliver professional development and support to SMT in relation to financial matters, as required.

Staff Management

- Provide day to day management, support, guidance and leadership to staff within the Finance team and other allocated administrative staff or contractors
- Undertake regular, formal supervision and annual performance reviews with staff that promotes wellbeing, reflective practice and professional development opportunities
- Develop and monitor workplans with all direct reports in accordance with EDVOS procedures
- Identify areas of priority and improvement for the Finance team in conjunction with the General Manager, Corporate
- Ensure that all Finance staff are aware of and adhere to the organisation's Vision, Mission and Values, policies and procedures
- Manage the recruitment, selection, onboarding, induction, performance management and exit processes of Finance staff
- Oversee and evaluate all Finance practice, activities and programs and initiate improvements.

KEY SELECTION CRITERIA

- Tertiary qualification in Finance or Accounting
- CA/CPA qualified
- Significant experience in accounting and financial management
- Demonstrated experience working at a strategic or management level
- Experience using QuickBooks / Reckon and other accounting packages
- Experience leading and supervising a team with the ability to delegate tasks
- Strong computer skills, and proficiency in the use of Microsoft suite, in particular Excel
- Strong analytical and problem solving skills
- Strong interpersonal and communication skills
- Ability to effectively prioritise and execute tasks in a busy environment
- Previous experience working in a not-for profit organisation (preferred)
- High level written and verbal communication skills
- Strong negotiating skills and decision making ability
- Capacity to work autonomously and within a team environment

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TERMS AND CONDITIONS

Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010; plus the current legislated 9.5% Superannuation contribution. While legislation allows, Salary Packaging is offered with this position.

All offers of employment are subject to a six month probationary period.

Performance reviews are linked to criteria in the position description, and individual work plans.

All offers of employment are subject to the following:

- Current National Police Record Check (renewed every 3 years).
- International Police Record Check (where required).
- Current Working with Children Check Assessment notice and card valid for Employment.
- A Current Victorian Drivers Licence (where required).
- Eligibility to work in Australia.

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