

Role and Responsibility Statement (RRS)

Role Title:	Finance Manager
Program:	Executive
Location:	218 Manly Road, Manly Qld 4179
Classification:	Level 6: MA000100 - Social, Community, Home Care and Disability Services Industry Award 2010
Role Type:	Permanent, Part Time
Report To:	Chief Executive Officer

Qualifications & Experience

Minimum Qualification:	Tertiary accounting qualifications
Professional Registration/Licences:	Professional certification in Accounting (e.g. CPA, CA, or equivalent)
Required Skills and Experience:	<ul style="list-style-type: none"> • Minimum five years' experience in a similar role in the charity/Human Services sector • Experience leading and growing a team through change • Strong understanding of internal controls, compliance and governance with the ability to think strategically and commercially • In depth knowledge of technical accounting standards and the know-how and enthusiasm for sharing that knowledge with others • A strong sense of drive, innovation, commitment and an adaptability to change • Well-developed analytical and numerical skills with budgeting, forecasting and planning exposure • Demonstrated ability in the preparation of monthly, quarterly and annual financial statements, analysis and reports • Demonstrated ability to prepare budgets for multiple programs, producing consolidated and summary budgets • Experience in all facets of bookkeeping, including the preparation of end-on-month journals, adjustments, depreciation and accruals • Demonstrated experience in operating various accounting software programs or the ability to quickly acquire knowledge to operate new programs • Ability to manage multiple tasks and adhere to deadlines and the ability to acquire, and keep current knowledge of an understanding of statutory requirements relevant to the organisation.

Organisational Context and Overview

The Finance Manager is a key member of the corporate services team and is responsible for the day to day financial operations of Silky Oaks. This position works closely with the finance team to coordinate all regular functions of the organisation and supports the Chief Executive Officer in the preparation of reporting, funding partner acquittals, and long range planning. The position includes providing high level expertise in dealing with complex issues in a specialised corporate support function.

The Finance Manager is a member of the Executive Leadership Group (ELG).

Key Responsibilities

Priority Areas:

- Work in close partnership with the business and use your expertise to ensure collaboration and achievement of strategic priorities.
- Safeguard the organisation's assets and ensure the integrity of the financial processes and reporting by implementing appropriate internal controls.
- Manage the upkeep of corporate governance standards and measures and ensure compliance to statutory requirements. This includes, but is not limited to: BAS reporting, ACNC reporting, DGR self-assessments, Annual Charity Returns.
- Effectively lead and manage the finance team including: coaching, supervision, training and support, team development and performance appraisals.
- Manage credit controls and cash management to maximise liquidity for daily operational requirements.
- Maintain strong financial controls, including review of reconciliations for all general ledger and bank accounts.
- Review and, in conjunction with the team, post all journal entries affecting the general ledger.
- Relationship management of external auditors, bankers and government authorities on financial governance requirements.
- Responsible for all tax-related issues including liaison with tax authority on all tax declaration affairs.
- Evaluate the quality and appropriateness of proposed services, supplies and equipment; conducting cost and quality comparisons and analysis.

Operational:

- Prepare end-of-month, end-of-quarter and end-of-year journals, adjustments, depreciation and accruals.
- Prepare monthly, quarterly and annual financial reporting including providing financial analysis, statistical information, trend analysis, budget achievement and forecasting.
- Provide monthly financial analysis and reporting to the CEO and Board of Governance.
- Preparation of individual annual budgets for multiple programs and consolidated budget for the organisation.
- Produce annual and monthly cash flow forecasts.
- Supervise the maintenance of the Fixed Asset Register including depreciation journals.
- Supervise reconciliation of multiple bank accounts and transfers of funds to/from various bank accounts.
- Supervise reconciliation of Childcare Centre software (Qikkids) to Corporate Services financial software.
- Manage all aspects of insurance policy renewal, claims, disputes, and settlements.
- Verification of quarterly and annual government-funded grant returns.
- Create, review and implement all internal quality assurance mechanisms for all accounting and payroll functions including regular internal auditing (e.g. policies, procedures, handbooks, work instructions).
- Oversee all payroll functions ensuring compliance with fringe benefit taxation regulations for public benevolent institutions, payroll taxation regulations, single touch payroll requirements, and modern award provisions.
- Oversee the purchasing functions of the organisation.
- Oversee the fleet management functions of the organisation.
- Attend and participate in Executive Leadership Group meetings.
- Participate in regular supervision with the Chief Executive Officer.

General

- Take reasonable care for their own health and safety and that of other workers who may be affected by their conduct.
- Attend and positively contribute to team meetings as scheduled.
- A willingness to work flexible hours when needed.
- Comply with the relevant Personal History check (LCS2) as required, and maintain a current Blue Card (Child Related Employment) as per legislation.
- Adhere to all organisational policies, procedure handbooks, and work instructions.
- Develop and maintain positive and effective relationships with other Silky Oaks programs.
- Participate in ongoing professional development as directed.

Acknowledgement & Declaration

I acknowledge that I have read and understood this Role and Responsibility Statement. I acknowledge that I have had any queries answered and clarified.

Employee Name:			
Signature:		Date:	
CEO Signature:		Date:	