



POSITION DESCRIPTION

Senior Finance Manager

Background

Noweyung was established in 1954 by a group of parents, community volunteers and supporters. It has experienced steady growth since then, currently delivering Centre-based services in Bairnsdale and Orbost. Noweyung has several Independent Living units and a Supported Residential group home. Also delivered are a range of disability and social enterprises, including Ace Total Maintenance, Banksia Fine Foods and Cells Café.

Recently, Noweyung has experienced significant growth, as part of the introduction of the National Disability Insurance Scheme to East Gippsland at the start of 2019.

We are looking to employ someone who will swiftly engage with the role as we fully transition to NDIS. We need you to contribute to the positive culture of Noweyung as we continue on our journey of sector and organisational change.

The Purpose of the Position

The Senior Finance Manager (SFM) position is to implement the financial management systems and processes that are essential to Noweyung LTD. In collaboration with the Chief Executive Officer, the SFM is accountable for achieving the organisations financial management objectives. This includes supervision of the Finance team, oversight and leadership on the organisation's financial policies and processes. The SFM will ensure smooth, accurate, systematic and well-analysed billing of services under NDIS, government, private and philanthropic funding sources.

The Senior Finance Manager will provide specialised accounting services to the Chief Executive Officer (CEO) and the Senior Management Team. In collaboration with the General Manager Corporate & Enterprises and the senior management Team, the Senior Finance Manager shall manage and lead the financial systems, including some areas within corporate services, enabling Noweyung Ltd to meet its business purpose and objectives.

This position reports to the General Manager Corporate & Enterprises. It also incorporates chairmanship of the Finance Working Group (which includes the CEO and other senior staff as may attend from time to time).

Strategic Objectives

In line with Noweyung's Vision and Mission Statements, and in support of our current strategic objectives:-

- Aligning activities to the Vision, Mission and Values of Noweyung Limited.
- Adhering to strategic and operational directives from the General Manager Corporate & Enterprises.
- Assisting the General Manager Corporate & Enterprises in building and enhancing the reputation, revenues, resources and outcomes of the organisation.
- Co-operating and collaborating with the Senior Management Team to facilitate improved financial management, administrative systems, quality services, accountability and a sense of collegial teamwork across the organisation.
- Complying with all legal, funding body, professional and business requirements.
- Complying with and promoting Noweyung's commitment to equity and social responsibility.



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- Assisting in the advancement of learning, leadership, direction, collaboration and team spirit throughout the organisation, encouraging diversity and a mutually supportive culture.

Areas of responsibilities

In accordance with Noweyung's policies and procedures:-

Financial and Accounting

- Ensure all accounting records and supporting documentation for all financial transactions are maintained and in compliance with applicable legislations and guidelines.
- Prepare monthly financial reports for the Noweyung Board, attending meetings as required.
- Prepare financial records and reports for programs and enterprises, including acquittals for external financial auditors and funding bodies.
- Prepare, monitor and review budgets and forecasts on a quarterly basis.
- Monitor and interpret cash flows and predict future trends.
- Maintain and present annual comprehensive asset register and depreciation schedule.
- Manage all tax accounting including BAS, PAYG Fringe Benefits and annual returns to ATO.
- Manage and support payroll officer to complete fortnightly payroll, ensuring this is completed on time, provide back-up to Payroll Officer as required.
- Provide any additional financial and accounting support to Senior Managers.

Operation and administration

- As part of the management team ensure operation plan is delivered with agreed budgets and timeframes.
- Assist in the development and implementation of operational plans and policies as required.
- As part of the management team ensure continuous improvement of Noweyung's operations and Quality Audit Management and accreditation requirements.
- Provide leadership on and develop organisational budgets.
- Manage Noweyung insurance policies, renewals and processing of claims.
- Manage Noweyung fleet vehicles including maintenance, fuel usage and reporting.
- Provide any additional operational and administration support to Senior Managers.

NDIS Support

- Develop and maintain a working knowledge of the NDIS policies and processes.
- In consultation with Management Team, oversee the operations of the "SupportAbility" software by acting as the administrator of this software system.
- Manage the NDIS Financial Plan Management process and reconciliation.
- Manage and report on participant's funds and budgets.

Staff Management

- Lead Team to meet the organisation's expectations for productivity, quality, continuous improvement, and goal accomplishment.



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- Lead Finance Team to develop processes that provide a framework to encourage contribution and includes goal setting, feedback, and performance development planning.
- Develop staff providing career development planning and opportunities.
- Undertake regular supervision and annual performance reviews for all direct reports.

Key Competencies

- **Organisational skills** - is able to prioritise and plan multiple activities and meet objectives within established guidelines. Seeks out and finds better ways to do things.
- **Customer service** - seeks to understand customer/client expectations and responds to their needs.
- **Communication** - is able to effectively communicate at all organisational levels and in any environment in both verbal and written form.
- **Listening** - understands the meaning and the intent of the communication and responds accordingly.
- **Attention to detail** - owns the numbers, knows the numbers, their accuracy and completeness at all times.
- **Resilience** - "stays the course", is not put off by barriers but pursues tasks to their logical end.
- **Integrity** - maintains legal, social and organisational standards or values, plus honours commitments.

Personal Attributes

The successful applicant must demonstrate the following personal attributes:-

- Is honest and trustworthy.
- Is respectful and respects confidentiality.
- Possess cultural awareness and sensitivity.
- Is flexible in the work environment.
- Demonstrates sound work ethics.
- Demonstrates reliable, consistent, motivating and nurturing leadership.

Knowledge

The successful applicant must have proficient knowledge in the following areas:-

- Business administration, accounting or bookkeeping.
- An understanding of the relevant legislation, funding requirements, policies and procedures.
- An understanding of Noweyung's cultural and political environment.
- Be able to support members of the management team in financial and administrative corporate services.

Skills

The successful applicant must have proficient skills in the following areas:-

- Team building
- Analytical and problem solving.
- Decision making.



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- Effective verbal, written and listening communication.
- Computer skills including the ability to use spreadsheet and word processing programs to a highly proficient level.
- Ability to learn other relevant software to support financial and operational activities.
- Ability to supervise other staff as required.
- Time management skills.
- Self-care.

• Selection Criteria

Essential

- Tertiary qualification in Finance and or Business.
- 3 years + experience in an Accounting/Finance Coordination role.
- Demonstrated understanding of Accounting Standards and Principles.
- Advanced knowledge of accounting software and systems.
- Ability to communicate with a diverse range of people, both internal and external stakeholders.
- Ability to be flexible, work independently, demonstrate initiative and work effectively under pressure in a team environment.
- Demonstrated ability to maintain a high level of professionalism and confidentiality.
- Excellent attention to detail and the ability to multitask, prioritise and meet tight timelines.
- Excellent analytical and problem solving skills with solid understanding of what organisations finances should look like.
- Well-developed computer skills - Microsoft suite of programs, client management systems.

Desirable

- A demonstrated understanding of the National Disability Insurance Scheme
- Skills and experience in the areas of project and business management
- Experience and/or an understanding of Government funding, grants and reconciliations
- Ability to work as part of a small management team supporting competing demands of the organisation.
- A willingness to learn new skills and abilities
- Lived experience with disability
- A current driver's licence

Pre-employment requirements

The Senior Finance Manager must undertake prior to commencement in the position:-

- A current National Criminal Record Screening
- A Working With Children Check
- DWES
- A current drivers licence



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All employees must complete Human Resources documentation as detailed by Noweyung's *Human Resources Policy* before employment commences. This will form part of the employment induction process for the successful applicant.

Conditions of employment


The following general conditions apply to the position of Senior Finance Manager. The Senior Finance Manager's role is full-time between the hours of 8:30 am and 5:00 pm, Monday to Friday. Some flexibility may be discussed around this.

The hourly rate of pay and other general conditions are as per the *Social, Community, Home Care and Disability Services Industry Award 2010*. The position description forms Schedule One, Schedule Two details the incumbent's salary.

Position and Performance Review

A probation period of six months will be part of the review process for a new incumbent in the role as Senior Finance Manager. Thereafter a position and performance review will be conducted at least annually.

Certification

	
_____ Employee's signature	_____ General Manager Corporate & Enterprises's signature
_____ Printed name	_____ Printed name
Date: _____	Date: _____

Noweyung Ltd
ABN 21 114 659 415

Schedule One



POSITION DESCRIPTION

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The signatures above certify that the incumbent has read and understood the responsibilities assigned to this position; and, the job description is an accurate description of the responsibilities assigned to the position.