



Position Description

1. POSITION IDENTIFICATION

Position Title	Co-op Finance Services Team Leader
Team	Tenancy & Co-op Services
Location	Richmond
Classification	Level 6
Time Fraction	1.00

2. POSITION PURPOSE

Working with the Manager, Tenancy and Co-op Services and Tenancy Team leader, lead the Financial Services team in developing and delivering high quality financial services to member co-ops, and contributing to strategic initiatives identified in the CEHL Strategic Plan and BAU projects.

3. ORGANISATIONAL DESCRIPTION

Common Equity Housing Limited (CEHL) is Victoria's largest Housing Association and is both a provider and developer of affordable housing. CEHL uses co-operative housing models to empower people to build strong communities through better housing solutions.

CEHL is an enabler; partnering with member co-operatives, to deliver an effective, sustainable cooperative housing program. Our strategic outcomes are to:

- Achieve enabled co-operatives, empowering and engaging their members;
- To be sustainably growing our social, environmental, cultural and economic impact; and
- To be strongly contributing to a revitalised and innovative affordable housing system.

Our values statements are:

- We care for one another;
- We are responsible;
- We work together; and
- We make a difference.

CEHL is a not for profit organisation, governed by a Board of 11 Directors and whose shareholders are member co-operatives.

The organisational structure comprises the following teams:

Program Development, Co-operative Development & Strategy, Tenancy & Co-op Services, Asset Management, Real Estate Services, Corporate Finance, People & Organisational Development and Administration & Compliance.

4. KEY RESPONSIBILITIES

Services Provided	<p>STRATEGIC</p> <p>Support initiatives in relation to CEHL strategic plan:</p> <ul style="list-style-type: none"> • Embedding organisational excellence; and • Cultivating successful partnerships <p>Identify business as usual initiatives which create efficiencies or increase value to member Co-ops, CEHL and other stakeholders.</p> <p>OPERATIONAL</p> <p>To lead the Financial Services Team by providing guidance, thought leadership and operational support, to deliver these services:</p> <p>External (member co-operatives)</p> <ul style="list-style-type: none"> • Financial advice – ensure all financial advice adheres to proper accounting standards and is consistent across CEHL. • Compliance reporting – ensure timely and accurate submissions (ATO, ACNC, ASIC & CAV). • Bookkeeping – lead the bookkeeping team to manage bookkeeping services effectively. • Audit services – ensure compliance with accounting standards, co-operative law and ACNC requirements. • NRAS – ensure all assessment requirements are met. • Annual Rent Review – ensure an orderly and efficient review process. • Communication – maintain a professional standard of communication to all stakeholders. <p>Projects</p> <ul style="list-style-type: none"> • Identify and undertake projects to drive efficiencies within the team or the wider organisation or to increase the enjoyment of the Financial Services team’s work.
Policy and Planning	<p>Develop and implement operational procedures and work practices within the Financial Services Team.</p> <p>Planning of team workloads and forecasting of any resource needs.</p>
Supervision	<p>Supervise the operational functions of the Financial Services Team and facilitate and coordinate the team workload.</p> <p>Encourage and motivate the team to achieve goals and maximise their knowledge, performance and effectiveness.</p> <p>Facilitate problem solving within the team.</p> <p>Identify team members’ training needs and support to improve their skills base.</p>

	<p>Provide regular work planning, supervision and feedback to team members.</p> <p>Manage performance issues with the guidance and support of the Manager.</p> <p>Undertake Performance Development Scheme reviews of the team members with support from the Manager, Tenancy & Co-op Services.</p> <p>Participate in the recruitment and selection of team members.</p> <p>Prepare and coordinate the induction of new team members.</p> <p>Facilitate cross organisational liaison with other teams within CEHL.</p> <p>Advise and support team members to identify and minimise health and safety risks, and to report hazards, risks and critical incidents.</p> <p>Manage contractors and service providers.</p>
Information and Advice	<p>Provide advice to member co-ops regarding relevant program policies and protocol.</p> <p>Provide Member Co-ops with tools and resources to understand their financial information and potential risks.</p> <p>Proactively advise other CEHL teams of Co-op financial performance and potential risks.</p> <p>Keep updated with changes to CEHL's Rent Policy, CCA's and Program Policies and those in in the wider social housing sector.</p>
Financial and Budgeting	<p>Prepare and analyse housing co-operatives' financial reports and provide feedback to the housing co-operatives and to CEHL Managers.</p> <p>Initiate action to rectify housing co-operatives' financial performance.</p> <p>Proactively maintain awareness of housing co-operatives' financial performance and compliance issues.</p> <p>Ensure the expenditure of the team remains within budgetary constraints.</p>
Compliance and Reporting	<p>Ensure compliance and reporting procedures are followed and deadlines are met by the operational functions of the Financial Services Team.</p>
Other Duties	<p>As directed, undertake other duties which are incidental and peripheral to the main tasks, provided that such duties are reasonably within the requirements and responsibilities of the position. The allocation of other duties is in consultation with the team member.</p> <p>Actively participate in professional development and the life, development and growth of CEHL.</p>
5. GENERIC RESPONSIBILITIES	
Mission / Vision / Values	<p>To uphold CEHL's Purpose, Vision and Organisational values.</p>
Adherence to Legal	<p>To abide by all terms, conditions and requirements <i>including but not limited to</i>: Enterprise Agreement, Occupational Health & Safety; Equal Opportunity, Discrimination, Harassment and Bullying; Privacy; and Code of Conduct.</p>

Requirements / CEHL Policy	
Teamwork / Collaboration	To work constructively and cooperatively as part of the CEHL team.
Communication	To effectively communicate with CEHL's internal and external stakeholders.
6. KEY SELECTION CRITERIA	
Qualifications or equivalent industry knowledge and experience	<p>Degree in Accountancy with related experience, or a post graduate qualification in Finance/Business/Management or equivalent experience.</p> <p>Leadership and Project Management skills.</p> <p>Knowledge of relevant legislation and standards including Australian Accountancy Standards.</p> <p>Sound understanding of the requirements of GST legislation (Australian Taxation Office), Australian Charities and Not For Profit Commission (ACNC), Fringe Benefits, and the Privacy Act.</p> <p>Solid knowledge of information technology systems and data management systems and practices.</p>
Experience	<p>Supervising teams, with a demonstrated ability to lead a team.</p> <p>Able to identify financial performance problems and develop strategies to resolve issues.</p> <p>Experience in accounting and financial management.</p>
Skills	<p>Strong leadership and change management skills.</p> <p>Proven consultation, facilitation, liaison and influencing skills with internal and external stakeholders.</p> <p>Highly developed written and oral communication skills, including the preparation of reports, briefing papers and correspondence.</p> <p>High level of interpersonal skills.</p> <p>Sound teamwork skills.</p> <p>Excellent organisation, planning, reporting, problem solving, and coordination skills.</p> <p>Strong information technology skills, including a working knowledge of Microsoft Office applications.</p>
7. ORGANISATIONAL RELATIONSHIPS / EXTENT OF AUTHORITY	
ORGANISATIONAL RELATIONSHIPS	
Reports to	Manager, Tenancy & Co-op Services.
Direct Reports	Finance Officers, Finance Coordinator, Finance Assistant.

Internal Contacts	CEHL Board, Executive, Manager – Finance, and all other employees.
External Contacts	Member co-operatives, suppliers, other community housing associations, financiers and the Victorian Housing Registrar.
EXTENT OF AUTHORITY	
Under what level of supervision does the position operate?	Works under limited direction from the Manager, Tenancy & Co-op Services.
How is the freedom to act controlled or limited?	By delegation from the Manager, Tenancy & Co-op Services, and according to CEHL policy and procedure, Legal requirements and professional practice, Accounting Standards, practices and procedures. Adheres to established work practices but may exercise initiative and judgement where practices and direction are not clearly defined.
What degree of guidance or advice is available when problems occur?	Advice on complex matters will be available through Manager, Tenancy & Co-op Services and Executives depending on the project.
Where can solutions to problems be found?	CEHL policies, internal guidance or external networks or consultants.