



## Finance Manager

EMPLOYMENT STATUS			
<b>Status</b>	Full Time	<b>Award</b>	ACCHO
<b>Hours per week</b>	38 Hours per Week	<b>Classification</b>	BDAC Grade 9
<b>Length of Term</b>	Ongoing	<b>Salary</b>	As per contract
<b>Reports to</b>	ED Corporate Services	<b>Additional Benefits</b>	Access to Salary Packaging
<b>Secondary Report</b>	CEO	<b>PD Issue Date</b>	January 2021

ORGANISATIONAL CONTEXT	
	<p>The Bendigo &amp; District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community Controlled Health Organisation).</p> <p>BDAC was founded to represent and provide services to the Dja Dja Wurrung community (Jaara people) and Aboriginal residents living in the Dja Dja Wurrung boundaries. BDAC has a responsibility to ensure growth of services, development of our Aboriginal community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing employment and career pathways for Aboriginal people.</p>

LOCAL WORK ENVIRONMENT
<p>Bendigo and District Aboriginal Co-operative provides a range of specialist services for clients based primarily in the Dja Dja Wurrung including Health and Wellbeing services, Family and Community Services and Corporate services.</p>

BDAC'S VISION AND CORE VALUES	
<p><b><i>"Empowered generations belonging to strong families, culture and community"</i></b></p>	
<b><u>LEAD</u></b>	<p>We are committed to lead as an individual, team and organisation in order to achieve positive health and wellbeing outcomes for our community.</p>
<b><u>OPENNESS</u></b>	<p>We will be accountable and remain transparent in the delivery of our service to clients, visitors and staff.</p>
<b><u>RESPECT</u></b>	<p>We treat one another with honesty, integrity, respect and value everyone's opinion and feedback.</p>
<b><u>EXCELLENCE</u></b>	<p>We strive for excellence in our programs and services so that we can support positive health and wellbeing outcomes for our community.</p>



## POSITION OBJECTIVE

The Finance Manager is responsible for managing the BDAC Finance team, under the guidance of the ED Corporate Services. This role will provide prudent oversight and ensure the finance team delivers sound financial management and reporting for all BDAC functions.

The Finance Manager will oversee the team's deliverables of budget development and management, financial management accounting, accounts payable, payroll, accurate and timely financial reporting, acquittals, forecasting, receipting, cashflow, costing, working capital, funding stream management and reporting. It will also ensure BDAC fulfills financial reporting obligations.

The role of Finance Manager is to lead and manage the Finance Team and ensure internal control systems over Finance are sound, in place and applied. The role will ensure fundamental practices are in place to enable sound financial management from a program level to an organisation-wide level, and promote organisational financial sustainability.

## KEY POSITION RESPONSIBILITIES

### Primary Responsibilities and Accountabilities

- Provide oversight and be accountable for the Finance team and Finance function
- Provide guidance and direction to all members of the finance team and manage their development and performance.
- Manage resources effectively to ensure the team provides comprehensive, efficient, timely and accurate financial accounting services to the whole organisation;
- Ensure payroll, accounts payable and revenue/receipting components are adequately fulfilled
- Ensure appropriate asset accounting occurs
- Ensure BDAC complies with all relevant finance-related legislation and regulations, including all financial reporting obligations to ASIC, ATO, Government bodies and the Board;
- Develop department and program budgets in consultation with senior managers across BDAC, including program-level, departmental-level and consolidated budgets, phased across the months of the financial year to enable sufficient and ongoing budget management;
- Assist program managers to design, manage and report on their budgets
- Provide cashflow forecasts and working capital modelling;
- Deliver informative monthly financial reporting, forecasting and analysis to Managers, Executive, CEO and the Board (including Board Sub-Committees)
- Oversee the management and monitoring of multiple funding streams;
- Prepare for and oversee external audits;
- Oversee and sign off payroll and accounts payable;
- Conduct financial and business analysis to enable the management team to determine the financial viability of strategic and operational plans;
- Work with relevant staff and management team in the preparation of financial acquittals for programs and annual financial statements to meet statutory requirements;
- Ensure financial and administrative functions are performed in an efficient and timely manner by managing workloads, monitoring and developing work systems, determining priorities; and
- Proactively streamline processes to create efficiencies and minimise risk. Develop and implement finance policies and guidelines.
- Ensure robust internal controls exist and are adhered to
- Control and optimise salary packaging arrangements
- Help to minimise costs wherever relevant
- Take control of FBT arrangements and coordinate the completion of the FBT return
- Drive growth through input into funding applications
- Help develop each Finance team member to be a well-rounded and capable



# BDAC

BENDIGO & DISTRICT  
ABORIGINAL CO-OPERATIVE

## Position Description

	<ul style="list-style-type: none"> <li>operator</li> <li>Build an inclusive Finance team who learn from and support each other</li> <li>- Drive efficiencies through identification of inefficient work flows and systems</li> <li>- Inform the resourcing (wages) budget for the Finance team</li> <li>- Monitor and be accountable for sound budget management of Finance team budgets</li> </ul>
<p><b>Finance Team Deliverables</b></p>	<ul style="list-style-type: none"> <li>Accounts Payable</li> <li>Acquittals</li> <li>Approval of funding submissions</li> <li>Asset accounting</li> <li>Bank Account Reconciliations</li> <li>Benchmarking</li> <li>Budgeting</li> <li>Financial Management Accounting</li> <li>Financial modelling and analysis</li> <li>Financial reporting</li> <li>Forecasting and cashflow</li> <li>Funding Stream Management and Reporting</li> <li>Low level funding applications</li> <li>Monitoring of insurance claims</li> <li>Monthly Dashboard Reporting</li> <li>Payroll</li> <li>Provide general accounts, finance and compliance advice</li> <li>Revenue</li> </ul>

### CORPORATE RESPONSIBILITIES

<p><b>General Responsibilities</b></p>	<ul style="list-style-type: none"> <li>Model and abide by BDAC Values, Code of Conduct and Policy and Procedures;</li> <li>Participate actively in and facilitate supervision and professional development activities;</li> <li>Ensure that you participate in team meetings, staff meetings and other community activities as requested;</li> <li>Ensure that you adhere to legislative requirements;</li> <li>Ensure that you report any risks identified immediately to your line manager;</li> <li>Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures;</li> <li>Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures;</li> <li>Participate in Continuous Quality Improvement (CQI) activities.</li> </ul>
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### KEY SELECTION CRITERIA

<ul style="list-style-type: none"> <li>Strong interpersonal skills, including the ability to communicate effectively with other senior executives in the development and implementation of complex and sensitive financial initiatives;</li> <li>Ability to effectively manage a high performing team;</li> <li>Proven capacity to provide sound, concise and reliable financial advice to senior executives on the performance of complex program operations;</li> <li>Proven ability to deliver projects, reporting and financial management activities in a timely and efficient manner; and</li> <li>Knowledge of how an Aboriginal Community Controlled Organisation runs and operates will be highly regarded.</li> <li>Knowledge HACC Financial Systems and requirements</li> <li>Demonstrated understanding of Australian Accounting Standards</li> </ul>
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# Position Description

## **Preferred / Desired Education, Training and/or Competencies**

- Minimum 5 years' experience in a Finance Manager or Senior Finance team role within a business.
- Experience leading a Finance Team
- Experience with Annual Financial Reporting and External Audit Processes
- Experience in a not-for-profit and/or community services organisation highly regarded.
- CPA/CA Qualified

## **CONDITIONS OF EMPLOYMENT**

- Satisfactory Criminal Police Record Check;
- Valid Working with Children's Check;
- Must hold current full Victorian Drivers Licence and provide a copy;
- If the position is for a role specifically to provide disability services (or work that involves regular direct contact with or access to a person with a disability), BDAC will check the prospective employee against the Disability Worker Exclusion List.

## **COMMITMENT TO SAFETY**

- All children have the right to be children and live free of abuse and neglect, so they can grow, learn and develop. Everyone within BDAC is responsible for ensuring a culture of child safety; preventing child abuse and abiding by the Child Safety Principles;
- BDAC is committed to the health and wellbeing of its employees and stakeholders;
- BDAC has a zero tolerance to all forms of violence.

## **EMPLOYEE STATEMENT**

**I have read, understood and accepted the above position description for the Finance Manager role.**

**EMPLOYEE NAME:** .....

**SIGNATURE:** .....

**DATE:** ...../...../.....