

## POSITION DESCRIPTION

<b>Position Title</b>	Financial Controller/Company Secretary
<b>Position Status</b>	Permanent Part Time
<b>Reports To</b>	Chief Executive Officer
<b>Department</b>	Executive Administration
<b>Location</b>	165 – 169 Brunswick St, Fitzroy VIC
<b>Direct Reports</b>	1
<b>Authorisation Limit</b>	Within financial delegations, prior approval from CEO for all other cases
<b>Award &amp; Classification Level</b>	Award Free
<b>Date Reviewed</b>	28/03/2021
<b>Next Review Date</b>	28/03/2022

### Mission Statement

Inspired by the spirit of the Daughters of Charity, St Mary's House of Welcome seeks to further Social Justice by standing with disadvantaged people offering support, solutions, and hope.

### Vision

St. Mary's House of Welcome will be universally acknowledged as a professional, cost efficient and effective organisation providing relevant services to the homeless and disadvantaged in accordance with the Vincentian Spirit.

Leading practice, effective partnerships, industry connectedness, secure public and private funding and the pursuit of opportunities to establish satellite services will be operating hallmarks.

St. Mary's House of Welcome will be a voice for its clients, a fearless advocate for their rights with a commitment to empowerment and restoring independence.

### Values

Respect | Relationships | Welcoming | Hopefulness | Responsiveness

## POSITION PURPOSE

As a member of the executive leadership team, the Financial Controller is responsible for ensuring that St Mary's House of Welcome (SMHOW)'s financial, accounting, resources, risk management and corporate service obligations are carried out effectively and efficiently; and that they comply with all internal policies and procedures, government service agreements and regulatory/legislative requirements.

They will set clear direction for employees about the mission of the organisation and promote behaviour that demonstrate our values in action. This will include development and oversight of financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results.

They will work closely with the CEO, Board committees and program managers to ensure that services are well-integrated, cost-effective and comply with the requirements of their different funding bodies and will work collaboratively with the SMHOW's team to achieve business results against strategic plans, business and work plans profit and loss cost centers and other key performance measures.

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## SPECIFIC ACCOUNTABILITIES

Including but are not limited to:

### **Finance – Accountabilities**

*Financial accounting:* Creation of reports and advice that clearly describes SMHOW financial position.

- Prepare monthly management reports including Profit & Loss Statement
- Balance Sheet and Cash flow and exception reporting
- Manage and oversee processing of Accounts Receivable and Payable functions,
- Reconcile of all General Ledger accounts
- Collate and distribute Aged Debtors and Creditors reports.

*Management accounting:* Development of a suite of reports that meet the needs of the CEO and Board.

- Development of annual budgets and monthly forecasts
- Preparation of high quality, timely and accurate, reports for the CEO and board committee on a monthly basis including monthly analysis of variances between actual results and budget/forecast and identify areas for potential improvement
- Develop financial models in relation to forecasting and expenditure data, and business cases
- Review and analyse financial and non-financial data to identify trends and variances to assist the CEO and Executive to make informed decisions relating financial performance; Understand and adhere to financial regulations and legislation
- Actively work with NDIS manager in monitoring NDIS budget against plan and growth strategy
- Lead elements of the organisation's strategic and risk plan relating to the role's areas of accountability.

*Statutory compliance:* Ensure SMHOW is compliant with current financial reports and completions

- Ensure all BAS returns are lodged and reported on time.
- Ensure completion of annual FBT returns.
- Ensure all PAYG & payroll tax returns are lodged, paid and reported on time.
- Coordinate the annual audit and submission of income tax returns.
- Lead and manage the procurement and verification of appropriate insurances.

*Payroll and administration:* Oversee all payroll functions including:

- Provide monthly reports to managers on leave balances
- Expert advice on the interpretation and application of financial policies, procedures and processes to inform decision making
- Liaise with third parties in relation to contract payments and other finance related issues, resolving issues as they arise
- Facilitate the development of financial documentation and appropriate authorisations
- Liaise with People & Mission to maintain all staff files relating to payroll functions
- Liaison between CEO, Board committees and management and team members must be highly effective.
- Provide sound leadership ensuring the overall effectiveness and efficiency of SMHOW is consistent with the mission and values
- Create a culture of service review and development of best practice to improve service outcome for clients.

### **ICT - Accountabilities**

- High level proficiency in Excel, MYOB and an understanding of web based products and ensure the continued upgrading/development and functioning systems and IT interface

- A strong knowledge of IT systems and ability to liaise with it provider on development and system maintenance
- Contractor management and liaison, including reporting and oversee management of network and communication infrastructure
- Coordinate ICT resources through the organisation's service providers.

#### **Resource Management – Accountabilities**

- Coaching and building capacity of program managers in profit and loss cost-centre management leading monthly forums to identify cost savings plans and upskill managers in their role in P&L leadership
- Manage quotes, contracts, agreements and relationships with all applicable external service providers
- Manage property requirements, including rental/co-location or relocation, plant and equipment
- Develop annual CAPEX/OPEX expenditure in consultation with CEO and board committee
- Develop annual property maintenance plan including approval and management of maintenance and repair work in consultation with Snr Coordinator Homelessness program
- Oversight of fleet management, including vehicle use logs, maintenance and parking permits
- Oversight of storage facility use and maintenance
- Assist with management of purchase and supply functions
- Develops and maintain the fixed asset register
- Ensure the safeguarding of assets and manage cash flow and investments with reference to the CEO and board committees.

#### **Corporate Governance**

- Ensure ACNC compliance and promote strong governance and control in the organisation
- Meet statutory and regulatory requirements with regards to ASIC and brief Board as required
- Prepare, deliver and interpret accurate and timely management accounts, board reporting, annual reports and payroll reports - Including monthly and annual reports for the CEO and ad-hoc reports as required by the CEO or Board - providing insights and commentary on the key business drivers and levers
- Drive all aspects of the effective end to end management of SMHOW's governance and compliance requirements and reporting with advice to Board as required
- Ensure SMHOW's compliance with all Australian Securities and Investment Commission and statutory requirements
- Ensure tax returns for BAS, GST and FBT are lodged in accordance with set timelines and that all legislative requirements are met and reported to CEO
- Ensure all activities comply with accounting practices and statutory obligations.

### **RELATIONSHIPS**

<b>Internal</b>	<b>External</b>
CEO & management	Donors, Supports and Volunteers
All SMHOW staff	Community groups and organisations
Board Committees	External service providers and contractors
Daughters of Charity Business Office	Key stakeholders i.e. auditors, accountants, legal advisors and other professional advisors as required from time to time

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## EXPERIENCE & QUALIFICATIONS

Extensive and broad experience in a senior financial role in the NFP sector with highly effective skills and experience in financial and budget management with the ability to generate clear, accurate information, insights and reports for management, board and other key stakeholders within set timelines including managing reporting requirements for state and federal government funding bodies in the NFP environment, as Financial Controller.

Financial modelling and analysis skills experience and in managing a team – with examples of when they have demonstrated excellence in the workplace

Expert knowledge of Finance, IT and property management.

### Qualifications

CPA/CA qualified and current is essential.

MBA highly desirable

Company Directors course or equivalent desirable

Understanding of, and commitment to the Ethos and mission of St. Mary's House of Welcome

Pre-employment:

- National Police Record check/clearance
- Working with Children check

## SKILLS

Demonstrated experience as a Financial Controller/Company Secretary and in managing staff effectively

Excellent communication skills – both written and verbal – with well-developed interpersonal, conflict resolution and mediation skills and a high level of emotional intelligence that underpin the ability to develop and maintain effective and productive working relationships with others

The ability to provide effective feedback, instruction, and development guidance to help others excel in their current or future job responsibilities and in planning and supporting the development of individual skills and abilities

High level of empathy and patience. Adopts an open mind, non-judgemental and respectful approach, displaying care and understanding of others and their views

## KEY LEADERSHIP COMPETENCIES

Organisational leadership	Business partner, promoting collaboration
Use insights to build relationships and inspire trust	Think Strategically
Technical skills as a finance and accounting leader	Innovate
Focus on Customers	Ensure Execution of Results

## NOTES

- Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive. The Company may require you to undertake additional responsibilities or work in other areas to those outlined in this position description subject to business requirements and your skills and competencies.
- A statutory requirement of every role requires that you ensure awareness and compliance with all relevant legislation that impact your work area, such as Work, Health & Safety.
- You must ensure that:
  - all activities are conducted in accordance with relevant Company policies, procedures and practices;
  - uphold ethical standards and values and act with honesty, integrity and good faith at all times;

- ensure that you act in ways that advance the organisation's objectives, values and reputation.

## INCUMBENT STATEMENT

I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

## Addendum to Position Description

### POSITION DIMENSIONS / PERFORMANCE TARGETS

#### Position Dimensions and Target

##### Budget

- Prepare the monthly and annual budgets.
- Develop processes that forecast financial performance
- Identify and promptly communicate cash flow variance to the CEO and managers
- Monthly meeting with CEO and managers to review financial position and mitigation plans.

Monthly/May draft  
annual budget to board

Monthly reports  
Monthly

##### Financial and Compliance reporting

- Prepare annual statutory financial statements and lodge these with external bodies
- Manage all taxation matters and liaise with the SHMOW's external auditor
- Annual compliance register updated and approved
- Preparation and approval of Board and committee agendas and accurate minutes approved by CEO and Chair
- Annual regulatory and legislative compliance and reporting documented and maintained in annual schedule
- Maintain ACNC website and annual reporting to DOC.

December 2021

Prepared Jan and  
review monthly  
Monthly

Annual

Annual

##### Payroll

- Ensure all payroll responsibilities, including the timely and accurate payment of wages, communication regarding pay conditions and arrangements, long service leave accrual and regulatory requirements are met, including annual internal audit.

Monthly

##### Investments

- Responsible for investment monitoring and information to assist decision making

Quarterly

Effective record keeping and database management

100% Compliance