

FINANCIAL OFFICER JOB DESCRIPTION

Position title:	Financial Officer
Location:	Surry Hills or work from home
Employment status:	Part-Time, 3 days a week
Reports to:	CEO

About OPAN

OPAN is a national network of independent member organisations that give a voice to older people who are eligible or receiving aged care services. The network provides free, confidential, aged care advocacy, information and education to older Australians, their families or representatives. We are independent of the government and aged care providers.

OPAN, the national body, works with the government to influence aged care policy through systemic advocacy. The nine state and territory member organisations deliver advocacy services for older people across Australia. Our collective vision is of a society where older people are heard, informed and respected, and where they can enjoy and exercise their rights to live fulfilling lives.

OPAN is an inclusive workplace and welcomes applications from people of diverse backgrounds, including all ages, cultures and genders.

Goals for the role

- Support and enhance financial controls and financial governance processes to ensure compliance with legislative, audit, and government/funder reporting and contract terms and conditions
- Support maintenance of funder and government relations through demonstration of the value of aged care advocacy and OPAN as a responsive community organisation
- Increase OPAN's reach, influence and impact through selected strategic partnerships, improved infrastructure and new digital technologies

The Candidate

To be successful in this role, you will have the following attributes:

- Prior Management Accounting experience ideally with not-for-profit experience
- Demonstrate ownership and initiative
- Proven process improvement experience
- 3+ years experience in financial analysis, project accounting or management accounting
- CA/CPA Qualified
- Excellent analytical and numerical abilities.
- Accuracy and an eye for detail
- Experience with MYOB is desirable

Key Performance Area 1 – Financial management and operations

- Contribute to the development of OPAN governance and risk management policies, procedures and processes in relation to finance functions
- Maintain and monitor against OPAN Board approved delegations
- Manage electronic funds transfer processes and payments to suppliers and subcontractors
- Develop and submit quarterly ATO BAS returns and monthly PAYG instalments
- Maintain systems that enable appropriate adherence to good financial management practices, comply with accounting standards and mitigate key financial mismanagement risks
- Develop and maintain assets register in conjunction with OPAN Administrative Services Officer
- Manage payroll processes through electronic accounting systems with appropriate evidence, approvals and authorisations for payments
- Liaise with the bank as required and ensure appropriate controls are in place to reduce financial risk
- Monitor cash flow and term deposits to ensure OPAN is able to meet its current liabilities and maintains liquidity
- Provide guidance and subsequently alter OPAN's financial management were likely significant over/underspend from the approved budget at the project or account level
- Ensure debtor accounts are validated, approved, paid, and appropriate records are in line with Australian accounting standards
- Monitor CEO expense and travel receipts in conjunction with OPAN Administrative Services Officer
- Prepare Recipient Created Tax Invoice for NACAP Service Delivery Organisation subcontractor payments
- Prepare annual OPAN secretariat, NACAP and project level budgets
- Process month's end transactions and reconciliations
- Undertake general ledger, banking and accounts reconciliation
- Prepare relevant end of month reconciliation and other reports as required
- Reconcile OPAN credit card receipts, expenditures and statements on a monthly basis
- Develop mid-year budget review for approval of CEO and Board
- Contribute to the implementation of processes that support transparency and value for money in purchasing and supply of services to OPAN
- Liaise with Auditor / Accountant on issues relating to the conducting of the external independent financial audit, including timely provision of supporting evidence to conduct the audit, obtaining required declarations (from staff, executive and Directors).
- Review annual draft audit report in conjunction with CEO and Finance, Audit and Risk Committee prior to submission to the OPAN Board for endorsement
- Other accounting functions as needed

Key Performance Area 2 Management Accounting Responsibilities

- Gather and interpret information to evaluate the efficiency of financial procedures.
- Analyse key financial data and advising senior management on strategic planning.
- Develop and implement cost-effective financial policies and procedures, as well as mitigating financial risks.
- Monitor auditing and taxation practices, as well as evaluating benefits and compensation packages.
- Ensure that financial management policies and procedures adhere to regulatory standards.

- Keep informed of regulatory requirements (including pertinent Industrial relations, audits) and best management accounting practices.

Key Performance Area 3 – Supporting OPAN human resource processes

- Support the pre-employment, onboarding and orientation of new employees
- Process workers compensation claims and support human resource management in line with good practice for benchmarked Not-for-Profit organisations
- Support the provision of, and compliance with, Work Health and Safety legislative requirements and risk mitigation processes
- Monitor and review staff leave and other entitlements in line with National employment Standards and Industrial Awards.
- Support the process for wage review and adjustment in line with Fair Work Commission directions and Industrial Award requirements
- Contribute to the performance review process for OPAN team members and CEO, as required by OPAN Nominations and Remuneration Committee and OPAN Board
- Contribute to OPAN internal communication systems and procedures (such as financial management policies and procedures)
- Undertake professional development activities, including participation in 'in-house' training and training courses

Key Performance Area 4 – Supporting compliance, governance

- Prepare and present reports to OPAN Finance, Audit and Risk Committee
- Contribute to risk mitigation activities as relevant and outlined in the OPAN risk management plan. Contribute to contract/services agreement establishment, record keeping and monitoring against agreed deliverables
- Review and provide advice on key government grants, contracts for services (with OPAN as a supplier) and subcontractor/supplier agreements and monitor compliance with terms and conditions
- Advise CEO and conduct the annual review of public liability, workers compensation and professional liability and the obtaining of competitive products, with adequate liability cover and which demonstrate value for money
- Develop, schedule and provide information/evidence provision for the external audit plan and contribute to internal audit processes as required

Key Performance Area 5 – Contribution to OPAN Reporting Requirements

- Assist in timetabling for preparing statistical and financial reports for government funding bodies, including financial decelerations for OPAN and Service Delivery Organisations as subcontractors delivering the NACAP grant
- Collate data for statistical reports
- Prepare monthly, and ad hoc reports from electronic accounting systems
- Prepare and present monthly/quarterly financial reports for OPAN' Finance, Audit and Risk Committee
- Prepare and present financial reports for funders on a six-monthly and ad hoc basis for projects
- Conduct an annual financial audit and present recommendations and outcomes to the CEO
- Prepare annual report financials
- Prepare and present at Annual General Meeting
- Complete annual report requirements for Australian Charities and Not-for-Profit Commission (ACNC)