

POSITION DESCRIPTION



POSITION TITLE	Director Corporate Services
DIVISION/DEPARTMENT	Leadership
LOCATION	Wollongong with regular travel to other offices
REPORTS TO	Chief Executive Officer
REPORTING POSITIONS	Accountant Systems Administrator Payroll Officer
OTHER RELATIONSHIPS	<ul style="list-style-type: none">• CG Board• CG Leadership Team• CG Management Team• External Suppliers• Tenants
CLASSIFICATION	Negotiated salary package
STATUS	Full Time
POSITION REVIEW	Quarterly Review Supervision Annual Performance Appraisal

THE ORGANISATION

Community Gateway has over 200 staff committed to achieving great outcomes for our clients.

Our diverse team come from a range of backgrounds and we look for people who have the energy and life experience to help us partner with our clients to create and maintain their independence in truly inclusive communities. We look beyond the resume to find the right people to join our team.

OUR WHY

Everything we are is relevant to YOU

OUR VALUES

We will be flexible and creative in our approach and have a 'can do attitude'
We will speak and act with honesty and transparency
We will actively work together to create a collaborative environment
We actively listen with empathy and an open mind
In all our communication, we will be timely, open and respectful
We will take ownership of what we do to deliver quality service outcomes

Community Gateway values have been articulated to advise employees about the sort of behaviours expected of them at Community Gateway.

PURPOSE OF THE POSITION

The primary purpose of this position is to:

- Manage the financial function for Community Gateway.
- Lead and supervise the financial team that supports it.

- Ensure the financial integrity across all aspects of the organisation
- Ensure efficient, timely and effective financial reporting at all levels.
- Assist internal decision making to meet external reporting requirements.
- Lead the development, implementation and compliance of key corporate policies including financial reporting and compliance with applicable legal and regulatory requirements, delegations and asset management.
- Provide collaborative business advice across the broader organisation
- Oversee ITC support and manage the administrative support functions
- Protect and maintain Community Gateway Assets

As a member of the Senior Leadership Team, the Director of Corporate Services will support the CEO in achieving the objectives of the organisation and ensuring staff comply with CG's values, policies and procedures, industry standards and WHS.

Success in the role as Director of Corporate Services is demonstrated by:

- Delivering timely and accurate financial reports
- Providing a high level of financial support across the organisation
- Compliance with legislation and accounting standards
- CG achieving an unqualified audit statement
- Preparing the annual budget

KEY ACCOUNTABILITIES

This position is directly responsible to the Chief Executive Officer for the following key accountabilities and the achievement of Key Performance Indicators listed at the end of this document.

Financial

- Manages all financial, payroll and accounting operations
- Co-ordinates and directs the preparation of effective operational and capital budget strategies and forecasts (organisation-wide)
- Issue accurate internal financial statements for the Community Gateway Board and senior management to an agreed schedule
- Provides management accounting analysis and reports to the CEO and senior management
- Unit costing and price setting
- Maintains and improves financial systems and reporting
- Ensures all external statutory and compliance reporting is accurately prepared and submitted on time
- Provides financial planning and business advice for the organisation
- Liaises with relevant external institutions (e.g. banks, auditors, insurers, funders, ATO)
- Oversees the financial validation of new business initiatives and the submission of grant applications
- Oversees banking and investment activities
- Manages and maintains the organisations assets

Information and Communications Technology

- Manages the information system requirements for the organisation
- Ensures relevant and effective ICT strategy and systems for the organisation as a whole are in place to meet operational and service requirements
- Ensures effective ICT systems integration (organisation-wide)
- Ensures effective planning and budgeting for ICT requirements (organisation-wide)
- Accountable for the performance of ICT platform & systems providers

Risk Management

- Recommend and implement approved processes for risk identification and mitigation
- Ensures breaches of policy and internal controls are fully investigated, documented and reported to the CEO for review and action

Administration

- Ensures effective administrative systems are in place (organisation-wide)
- Ensures effective and efficient management of the organisation's capital resources (e.g. motor vehicles, buildings)
- Ensures the organisation's asset register is current and maintained correctly
- Oversees the organisation's records management strategy and systems (ensuring security, compliance and efficiency)
- Market CG's services and build relationships with key stakeholders
- Prepare monthly management reports
- Support community development activities and apply for appropriate funding grants
- Other duties as requested by the CEO

As a member of the CG Senior Leadership team participate in the overall development and implementation of CG's strategic plan

The key accountabilities and associated KPI's cannot be delegated without the authority of the CEO or Community Gateway Board.

KNOWLEDGE, SKILLS AND EXPERIENCE

SELECTION CRITERIA

Essential:

- CPA, CA or IPA full member qualified or eligible plus Senior Management experience (minimum 5 years)
- Extensive knowledge and experience with budgeting and forecasting
- Ability to interpret and apply relevant Australian Accounting Standards in particular for the Not-for-Profit sector
- Strong skills in and expertise in financial management coupled with strong and clear financial reporting skills
- Demonstrated ability to engage with internal and external stakeholders to achieve client focused outcomes
- Superior written and oral communications skills
- Strong analytical, problem-solving and planning skills plus Project Management experience driving business improvements
- Proven track record leading, developing and supporting staff to achieve work targets and objectives efficiently and effectively

Desirable:

- Experience with Netsuite and ProSIMS or similar level CRM, ERP suites
- Knowledge of tax requirements and concessions applied to not-for-profits and social enterprises
- Experience in asset management (e.g. fleets)
- Awareness and understanding of the CHSP Guidelines, NDIA price guide, Disability Service Standards and Community Care Standards for Aged Care

Job specific:

- Ability to follow policies and procedures and implement quality processes

- Ability to work autonomously and within a team environment
- Demonstrated understanding of, and commitment to, work health and safety requirements

Cultural Fit:

In addition to the selection criteria outlined above, the organisation will consider the cultural fit of all potential recruits to this position. The successful applicant must be able to demonstrate they are committed to the Community Gateway WHY and will bring a connected approach to the Community Gateway workforce.

Community Gateway values diversity and encourages applications from Aboriginal and Torres Strait Islanders, people with disabilities and from culturally and linguistically diverse backgrounds. Community Gateway is committed to making reasonable adjustments where operationally viable.

ORGANISATIONAL RESPONSIBILITY:

- Communicate and act in ways that demonstrate the 'Why', behaviours, vision and mission of Community Gateway
- Contribute positively to the operations of Community Gateway and the realisation of its Strategic Plan and policies and procedures
- Display a commitment to applying work procedures and practices in line with the Code of Conduct
- Participate in team meetings and organisational planning sessions as required including at offices located outside of the Wollongong area
- Identify and/or undertake as requested, appropriate training opportunities for this position
- Actively contribute to a safe working environment for self, other staff members, clients and on-site visitors
- Undertake consultation with other staff members concerning WHS issues
- Act promptly to remove or minimise hazards
- Report all WHS hazards to a WHS workplace representative
- Provide input into development of safe working procedures as required
- Provide positive support to team members.
- Attend relevant training as required and carry out all duties with diligence and due care for personal safety and the safety of others

KEY PERFORMANCE INDICATORS (KPI'S)

Individual KPI	Required Level	Evidence	Review Period
Monthly billing and reporting completed on time	Met every month	Invoices completed	Monthly
Staff are paid on time and to a high degree of accuracy	Met every month		Fortnightly
CG's assets are secure and well maintained		No financial loss, assets in good condition	Monthly
Annual Budget produced		Budget presented to the Board	Annually
Demonstrated examples of collaboratively working with operations to resolve organisational issues	Met every month	Issues are resolved	Monthly at Catchups and Leadership Team meetings
Annual operations plan activities are completed on time		Workplan	Monthly

Demonstration of CG's WHY in all interactions with staff and clients	Consistent demonstration	Self-rating and supervisors rating	Monthly – supervision
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Authorised By:

Name	Craig Thomson
Position	Chief Executive Officer
Signature	
Date	

I acknowledge that I have read and understand the requirements of this job description and KPI's.

Name	
Signature	
Date	