

POSITION DESCRIPTION FORM

SECTION 1: POSITION IDENTIFICATION			
Position:	Corporate Finance Manager	Classification:	As per Conditions of Employment
Region:	N/A	Award/Conditions:	Social and Community Services (Western Australian) Interim Award
Location of position:	Corporate Services Office, Perth		
Hours:	76 hours per fortnight		

SECTION 2: REPORTING RELATIONSHIPS	
Responsible to: CEO	
Staff reporting to this position: Finance Assistant and Payroll	

SECTION 3: ORGANISATIONAL VALUES/BUSINESS EXCELLENCE COMMITMENT	
Your role with AFLS carries responsibility to actively promote the following key organisational values:	
Cultural Security – Aboriginal cultural values are recognised and respected Respect – everyone is treated fairly and equitably Agile – responsive to the needs of our clients and partners	Courageous Leadership – resilient and collaborative advocates for justice Collaborative – work together in close partnership with clients, community and other services Integrity – acting with honesty, transparency and accountability at all times

SECTION 4: OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES
The employee shall comply with the Workplace Health and Safety Act, Regulations, Codes of Practice and AFLS Workplace Health and Safety Policies and Procedures.
The employee shall also comply with instructions given by their manager in the respect of the Health and Safety of themselves and the Health and Safety of other persons.

SECTION 5: PRIMARY OBJECTIVES OF THIS POSITION
<p>This role is responsible for leading AFLS' financial management including assets of the organisation, leases, and reporting, ensuring that AFLS' Board and leadership have access to accurate and timely financial reporting to inform decision making, that quality financial information is provided to funding bodies and other financial providers, and that the organisation's finances are managed within agreed budgets.</p> <p>This role must, in consultation with department managers, produce budgets for each cost centre and provide monthly financial reports for the organisation, in addition to providing quarterly reports to the funding bodies or as required.</p> <p>Oversee the Assistance Finance Officer, assist the payroll officer when required and oversee the Finance Department of AFLS.</p> <p>Key stakeholders</p> <ul style="list-style-type: none"> • AFLS leadership and Board. • Regulators, funders, and other agencies in relation to financial reports. • Lease managers • Real estate agents • External Accountants • Auditor • Insurance Brokers/Companies

Key challenges

- Managing organisational financial performance in the context of limited not for profit budgets.
- Managing budgets and resources in the context of changes from the external environment and internal business change and development.

Key result areas

1. Financial management and reporting
2. Asset management
3. Car lease management
4. Property management of leases
5. External Auditor management
6. Insurance management
7. Ensure effective occupational safety and health (OSH) practices
8. Be a part of the AFLS team

Performance objectives and key performance indicators that support delivery of AFLS's strategy, plans and funding obligations will be agreed and reviewed with the postholder in line with AFLS' planning and reporting cycles. You will be assessed on your performance in successfully carrying out the duties associated with key result areas and maintaining effective communication with the CEO, Auditor, Board, senior managers and funding bodies.

SECTION 6: KEY RESULT AREAS

KRA 1: Financial management and reporting

1. Ensure budgeting for all capital and operational expenses in line with Board approved guidelines and timelines.
2. Lead process to develop annual budgets within available funding.
3. Create future focused financial models for CEO/ Board of Directors to review.
4. Prepare monthly, quarterly, and annual financial or other statements as required by CEO or by legislation and other stakeholders in an accurate and timely manner.
5. Prepare budgets for Director's meetings.
6. Attend senior management and Board meetings to provide current financial information and professional financial advice.
7. Daily monitoring of income expenditure and cash flow.
8. Supervise the operations of the organisation's payroll, superannuation and salary packaging benefits, and accounts payable/receivable.
9. Manage the organisation's financial management systems and processes.
10. Liaise with external Auditors to provide annual reports and ensure compliance with Australian Accounting Standards, International Financial Reporting Standards, Corporations Law and Australian Taxation Office rulings.
11. Ensure financial reports for funders, ORIC and other stakeholders are prepared in line with requirements and successfully submitted on time.
12. Complete timely and accurate tax reporting, including BAS and FBT returns.
13. Set up and administer bank accounts and ensure that they are reconciled in an accurate and timely way.
14. Ensure finance policies are fit for purpose, with regular reviews, updates, and improvements to ensure that they are meeting business needs.
15. Ensure regional petty cash and Corporate Mastercard are reconciled monthly.
16. Perform all administrative duties as directed by the Board and CEO.
17. Meet with the CEO weekly to update on budget expenditure.
18. Liaise with external accountant to ensure accountability.

Success in this KRA will be demonstrated by:

- ▶ AFLS budgets support the delivery of high quality client services within available financial resources.
- ▶ Financially reporting is timely and accurate and meets report users' needs across governance, management, decision making and compliance.
- ▶ All financial/regulatory compliance requirements are fully met.

KRA 2: Asset Management

1. Management of AFLS property portfolio, including managing lease agreements, procurement, building security etc.
2. Maintain asset register and ensure that all AFLS' portable assets are tagged/labelled.
3. Ensure all assets comply with regulations and legislation.
4. Maintain AFLS' insurance portfolio, ensuring appropriate cover against business risks.
5. Support AFLS' leadership and managers in the procurement of goods and services, ensuring that procurement activities follow due process and deliver value for money for AFLS.

Success in this KRA will be demonstrated by:

- ▶ Asset register is maintained as accurate and up to date.
- ▶ AFLS' assets are maintained in good condition/working order so that they provide either functional benefit or maximum revenue to the organisation.
- ▶ Have an understanding of 'right of use' assets.

KRA 3: Insurances

1. Be responsible for maintain all insurances for AFLS are up to date
2. Comply with legislation relating to insurances.
3. Keep records of all insurances.
4. Keep record of any activated insurance claims.
5. Work with CEO to look at what insurances are relevant for AFLS.

Success in this KRA will be demonstrated by:

- ▶ Insurance register is maintained and updated
- ▶ AFLS is effectively insured against business risks

KRA 4: Ensure effective occupational safety and health (OSH) practices

1. Be responsible for maintaining a tidy office environment.
2. Ensure personal work areas are free from hazards.
3. Assist in the evaluation of hazards on AFLS property or assets.
4. Ensure reporting of any incidents or near misses either directly involved in or witnessed by you.
5. Ensure any equipment (including vehicles) are maintained and in safe working order.
6. Ensure your own actions or lack of action does not place you or others' physical and/or psychological safety at risk.
7. Comply with all OSH legislation, policies, and practices.

Success in this KRA will be demonstrated by:

- ▶ Minimisation of OSH incidents and near incidents.
- ▶ Positive contribution to the OSH of all AFLS employees, customers and visitors.

KRA 5: Be a part of the AFLS team

1. Embrace and integrate AFLS' purpose, values and behavioural expectations into your role.
2. Be a positive and proactive contributor to AFLS' quality and continuous improvement agenda.
3. Comply with AFLS' conditions of employment, code of conduct, standards of behaviour, confidentiality, fair treatment and other human resources, occupational safety and health and organisational policies and procedures.
4. Support AFLS' commitment to diversity and Employment Opportunity (EO) in the workplace including, but not limited to the Aboriginal Reconciliation Action Plan and the general provision of culturally competent and respectful services.
5. Contribute to and maintain a positive team environment including proactively contributing to AFLS' quality and continuous improvement agenda and customer focus.

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6. Be a positive contributor to team and organisational goals and ensure that you report to work in a fit state to perform all duties.
7. Perform other duties as reasonably required within scope of skills and experience and where agreed perform duties that contribute to your professional development.

Success in this KRA will be demonstrated by:

- ▶ The provision of quality customer outcomes.
- ▶ Performance reviews that reflect the display of positive AFLS behaviours.
- ▶ Positive contribution to AFLS' culture.

SECTION 7: SELECTION CRITERIA

Professional skills and experience

- Prior experience in a Senior Finance role, including budget preparation, reporting to senior internal and external stakeholders, and audit preparation.
- Broad range of financial management and administration skills and experience, including banking administration, accounts payable/receivable, payroll, tax returns and cashflow management.
- Prior experience in office finance and management procedures and process.
- Prior experience in asset and property management.
- Accounting qualifications and membership of a relevant professional body.
- Knowledge of Xero finance database

Interpersonal skills and experience

- Experienced people manager.
- Demonstrated ability to develop and maintain effective working relationships with stakeholders.
- Excellent communication skills including oral and written.
- Positive attitude towards change and flexibility in meeting new and varied work demands.

Experience of working with Aboriginal communities

- Demonstrated ability to communicate effectively and sensitively with Aboriginal people.
- Knowledge of and/or experience with remote Aboriginal community issues.
- Commitment to the principles of Aboriginal self-determination and social justice.
- Operational knowledge and experience running remote operations / organisations.
- Demonstrated ability to travel to remote areas to support regional offices.

Personal organisation skills

- Highly organised with good attention to detail, initiative and ability to meet deadlines.

Personal attributes/capabilities (for all employees)

At AFLS, we live our values through:

Cultural Security	Respect	Agile
Aboriginal cultural values are recognised and respected	Everyone is treated fairly and equitably	Responsive to the needs of our clients and partners
Courageous Leadership	Collaborative	Integrity
Resilient and collaborative advocates for justice	Work together in close partnership with clients, community and other services	Acting with honesty, transparency and accountability at all times

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SECTION 9: CONDITIONS OF EMPLOYMENT

- Must be an Australian citizen or permanent resident, or have a current visa to work in Australia
- 3 month probation period applies
- Current 'C' Class WA Driver's License
- Current Federal Police Clearance
- Working with Children Check
- Travel to regional offices and/or remote locations maybe required
- All employees must undergo an annual performance review with their manager

SECTION 10: CERTIFICATION

I have reviewed and confirm my full understanding of the role of _____, and agree that this is an accurate position description of that role.

Staff Name:	Sign:	Date:
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I can confirm that the above staff member has reviewed and discussed the position description and fully understands the requirements of the role.

Manager Name:	Sign:	Date:
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