

## Position Description

### Manager of Finance

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#### Organisational Context

In 2021, Domestic Violence Victoria (DV Vic) and the Domestic Violence Resource Centre Victoria (DVRCV) are merging to become a new entity.

The merger brings the peak body for Victoria's specialist family violence services supporting victim survivors together with the state's only specialist family violence Registered Training Organisation: combining our strength, capacity and resources for greater impact.

Our work is underpinned by intersectional feminism – as set out in the [Code of Practice: Principles and Standards for Specialist Family Violence Services for Victim-Survivors](#) – informed by an understanding of the gendered nature of violence and with the interests of all victim survivors at the heart of everything we do.

We apply a specialist lens across primary prevention, early intervention, response and recovery to:

1. Develop practice and support workforces
2. Strengthen and connect organisations, sectors and systems
3. Build momentum for social change
4. Build a strong peak organisation

We are in the process of re-branding the merged organisation to ensure a truly collaborative and equal new peak body.

#### Diversity and Inclusion

DV Vic/DVRCV is committed to providing flexible and accessible working arrangements for all. This includes people with a disability, Aboriginal and Torres Strait Islander people, culturally, religiously and linguistically diverse people, young people, older people, women, and gay, lesbian, bisexual, transgender and gender diverse, intersex or queer people. We recognise the strength and value in diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

#### Role Context

The Operations, Quality and Governance (OQG) Unit of DV Vic/DVRCV is responsible for the planning, implementation and quality improvement of all business and support services and systems, including HR, finance, training and client services, ICT, infrastructure and administration.

As part of the final stages of the merger of DV Vic and DVRCV, the Manager of Finance is a newly created, Senior position that will lead and progress the work underway within the organisation to consolidate and integrate the organisations assets, liabilities, systems and reporting frameworks. It is responsible for the oversight, management and consolidation of DV Vic/DVRCV financial systems, processes and infrastructure.

The Manager will manage and supervise the Finance and Payroll Coordinator who plays a key function in the day to day management of financial processes and systems.

### Organisational Values

We are accountable, act ethically and have integrity.

We are independent, expert and trusted.

We are curious and courageous, we learn, and from this we create opportunities.

We work with care, kindness and compassion.

We create our own future.

We strive for gender equity and a socially just world.

### Position Specifications

<b>Role title:</b>	Manager of Finance		
<b>Located:</b>	Carlton South – Melbourne and working from home	<b>Classification Level / Award:</b>	DV Vic Level 6 + salary loading As per DV Vic Enterprise Agreement 2017
<b>Employment Period:</b>	12 month fixed term position	<b>Remuneration:</b>	\$53.8325 per hour \$106,373 per annum 10% superannuation and salary sacrificing arrangements are offered within Australian Taxation Office guidelines (total of \$18,550)
<b>Reporting structure:</b>	This position report to the Executive Director of Operations, Quality and Governance  This position is responsible for the line management of the Finance and Payroll Coordinator		
<b>Hours and basis of employment:</b>	Full time or Part time (0.8 FTE)  DV Vic/DVRCV is committed to flexible working arrangements.		

### Position Responsibilities

<b>Strategy and Leadership</b>	<ul style="list-style-type: none"> <li>Proactively contribute to the strategic direction of the Operations, Quality and Governance Unit, by being an active participation in the development, monitoring and evaluation of strategic plan and unit planning processes.</li> <li>Oversee and lead the development of a Finance Strategy to ensure alignment of the business and finance priorities within the Strategic, Multi-Year and Unit Plans.</li> <li>Provide financial advice on strategy, contractual arrangements, and finance reporting to the Board, CEO and leadership team.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Work proactively with the Operations, Quality and Governance Unit Leadership Team to implement and monitor the unit plans including the identification of emerging issues affecting the Unit and organisation.</li> </ul>
<b>Financial oversight and management</b>	<ul style="list-style-type: none"> <li>• Work with the Executive Director to develop, implement, monitor and report in the financial sustainability strategy.</li> <li>• Manage and oversee the day to day financial activities and transactions of the entity including payroll, accounts payable, receivables and asset management.</li> <li>• Manage the final stages of the financial integration workplan for DV Vic and DVRCV including the integration of all software, processes and reporting.</li> <li>• Develop and coordinate the preparation, analysis and commentary of the monthly financial management reports.</li> <li>• Lead and manage the annual budgeting process including regular re-forecasting.</li> <li>• Lead and coordinate the interim and end of year audit processes and finalize the annual financial statements.</li> </ul>
<b>Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Work closely with all levels of the organisation to ensure clear and consistent communication of financial policies, processes and systems.</li> </ul>
<b>Staff management</b>	<ul style="list-style-type: none"> <li>• Provide effective leadership of the Finance Team</li> </ul>
<b>Risk and Compliance</b>	<ul style="list-style-type: none"> <li>• Develop robust policies, procedures and an internal controls framework to consolidate DV Vic and DVRCV financial management processes.</li> <li>• Maintain oversight of all grant and funding contracts deliverables and obligations.</li> <li>• Ongoing compliance with relevant Quality frameworks</li> </ul>
<b>Organisational Expectations (same for all staff)</b>	<ul style="list-style-type: none"> <li>• Work within an evidence-based feminist framework that addresses all violence against women (including family violence) as a gendered issue</li> <li>• Promote and support collaborative and productive working relationships across the Unit and whole organisation.</li> <li>• Effectively contribute to a safe working environment by carry out duties in a manner that does not adversely affect their own health and safety or that of others.</li> <li>• Report incidents and injuries and near misses.</li> <li>• Perform other duties reasonably required as directed.</li> </ul>
<b>Key Selection Criteria</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Tertiary qualification in Finance, Accounting or related discipline and membership, of professional accounting body (CPA or CA).</li> </ul>
<b>Skills and Experience</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Proven experience in a similar position</li> <li>• Proven experience in supporting the development, communication and promotion of clear and financial management processes.</li> <li>• Demonstrated effectiveness of managing people</li> <li>• Advanced computer skills, and proficiency in the use of Microsoft suite, in particular Excel</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Proven experience in financial reporting, analysis and data analysis for a not for profit</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience using MYOB and Xero and other accounting, HR and payroll packages</li> <li>• Previous experience working in a not-for profit organisation</li> </ul>
<b>Additional Information</b>	
<b>Work Health and Safety</b>	<p>All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve work health and safety.</p> <p>DV Vic and DVRCV is currently working remotely, and office equipment will be provided to the successful candidate in accordance with OH&amp;S requirements.</p>
<b>COVID-19 Mandatory Vaccination Directives</b>	The COVID-19 Mandatory Vaccination Directives apply to all DV Vic/DVRCV employees.
<b>Police Check</b>	A national police record check is required as part of the recruitment process.