

## POSITION DESCRIPTION – **MANAGER**

Position Title	Financial Controller	Department	Finance
Location	North Melbourne	Direct/Indirect Reports	Direct -2, Indirect – 10+
Reports to	Finance Director	Date Revised	December 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 8	<b>Job Evaluation No:</b>	HRC0053767

### ■ Sub-Delegation

The sub-delegation (if any) attaching to the position is outlined in the CEO Sub-delegations (as updated from time to time). Any financial sub-delegation of authority may only be exercised where a Finance project code or budget is allocated to that position.

### ■ Position Summary

Reporting to the Finance Director, as the Financial Controller you will lead the financial accounting and treasury finance teams. You will be responsible for building and maintaining a robust control environment, which ensures the efficient, timely and accurate reporting of transactions and financial results. You will play an active role in the overall management of the financial control and financial transactions environment and be responsible for the design, effectiveness and efficiency of the financial controls, financial transactions processing and treasury function.

### ■ Position Responsibilities

#### Key Responsibilities

##### Operational financial management and control

- Proactively monitor financial controls and financial transactions processing to ensure they are in line with financial policies, controls, and procedures
- Oversee and manage the monthly financial close process, including group reporting timelines
- Detailed analysis of balance sheet, profit and loss, financial data and reports to ensure financial accuracy and completeness, including review of general ledger and sub ledger reconciliations
- Manage the treasury function including relationship with bankers, bank account management, cash management and cash flow preparation
- Preparation and monitoring of key performance indicators relating to debtors, payables, working capital, capital spend (fixed assets) and cash
- Proactively strive for consistency, quality and efficiency in the financial management and control functions

##### Financial reporting

- Manage the preparation of the annual financial statements (general purpose) for the Society, ensuring compliance with accounting standards and reporting frameworks
- Manage the preparation of the financial consolidation of the Society's annual results (Lifeblood & Humanitarian divisions). This includes working in conjunction with the Lifeblood finance team to create an aligned set of general purpose financial statements.
- Manage the preparation of the ACFID financial statements for the Society, ensuring compliance with the ACFID Code

- Manage the annual statutory external audit, including planning and monitoring of timelines
- Manage the process of addressing the matters raised in the external audit management letter and develop plans to address the issues
- Provide advice to the organisation on the accounting treatment of financial transactions

### Compliance

- Monitoring of finance and accounting policies and procedures. Ensure compliance with corporate finance policies and integrity of internal controls
- Ensuring compliance with all statutory law, financial regulations and reporting requirements
- Maintenance of the integrity of the finance system including chart of accounts and sub ledger systems
- Implement and manage a continuous control monitoring environment
- Support the organisation in seeking advice on GST, FBT and indirect tax matters
- Manage the preparation of the annual FBT return and support in the preparation of indirect tax return lodgements

### Finance systems

- Accountability as system owner for all finance and accounting systems operating across the organisation
- Ensure continued development of the finance systems to ensure they continue to meet the needs of the organisation
- In conjunction with the Finance Director, take a lead role in sponsoring projects to develop and implement new finance systems

### People leadership and stakeholder management

- Supervision of accounting functions.
- Coach mentor and develop of the finance team
- Utilise the Red Cross Performance Review and Development system to ensure that all staff have a development plan in place and that performance is regularly monitored
- Provide strategic financial advice to operationalise key priorities through financial management analysis and decision support
- Build and maintain effective partnerships within and outside the finance function. Some of the key stakeholders include including marketing, fundraising, international, financial planning and analysis and payroll

## ■ Position Selection Criteria

### Technical Competencies

- Proven experience in managing a finance/control function including oversight of accounting teams ideally in a large environment
- Proven experience in operating successfully in matrix structures
- Strong financial reporting skills and a good understanding of Australian Accounting Standards
- Ability to work effectively as part of a team and within a collaborative management structure
- Advanced analytical, problem solving skills and solution generation ability
- The ability to plan and prioritise workloads and workflow in order to meet deadlines
- Demonstrated ability to mentor and coach finance and non-finance staff
- Demonstrated ability to influence internal and external stakeholders at various levels
- Service oriented to multiple business partners and peer groups and committed to meeting deadlines for Executive reviews

- Highly developed oral, interpersonal and written communication skills
- Experience and/or ability to develop, follow and implement organisational policies and contractual requirements
- Proven highly developed organisational and time management skills
- Experience working with financial and fully integrated systems (ERP), Technology One or D365 Dynamics an advantage.
- Advanced Excel and Word (intermediate)

### Qualifications/Licenses

- Tertiary qualification in finance or accounting
- Chartered Accountant (CA) or Certified Practising Accountant (CPA) qualified

### Behavioural Capabilities

- **THINK | Investigate, Analyse and Make Decisions | Seeks information and analyses evidence and data to make decisions**  
Regularly monitors and scans the environment for issues which impact the functioning of their department | Creates systems for ensuring the successful cataloguing of information useful to the organisation | Takes calculated risks on the basis of analysis | Applies business rigour to inform situational problem solving and decision making
- **ACHIEVE | Evaluate and Improve | Evaluates processes or programs to drive continuous improvement**  
Evaluates concepts and strategies to improve performance | Uses analysis to reduce inefficiencies | Monitors and evaluates processes and activities | Introduces formal quality management systems | Drives continuous improvement initiatives
- **LEAD | Manage Performance | Sets clear goals and expectations and is accountable for outcomes and behaviour**  
Sets the standards, goals and expectations for teams | Ensures roles within the team are clear and that individuals know what is expected of them | Encourages ownership of outcomes amongst direct reports | Regularly reviews team, individual and functional performance against agreed standards | Recognises positive performance and contributions of team members
- **COLLABORATE | Teamwork and Collaboration | Works with others to achieve shared goals**  
Provides regular opportunities for team development | Reinforces team goals and positions team in terms of organisational contribution | Regularly promotes the team and its reputation | Promotes the importance of interdepartmental support and cooperation | Identifies and constructively resolves conflict within teams

### ■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:  
**Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality**
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system

- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters