



## Finance Manager Position Description

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| <p><b>About Juno</b></p>       | <p>Juno works with women and gender diverse people in Melbourne’s northern suburbs who are experiencing homelessness, family violence, or economic insecurity. Formerly known as WISHIN*, we have a long history of partnering with women to help them make lasting change in their lives.</p> <p>We are an independent, feminist organisation with a commitment to social change. Our work is led by frameworks of feminist, intersectional, and politicised trauma informed practice. Our approach to support is non-judgemental, evidence-based, and person-centred.</p> <p>We recognise the many ways women and gender diverse people can be marginalised and the cumulative effects that multiple forms of discrimination can have. We speak out and amplify the voices of our participants to increase awareness of the challenges they face, the support required and to advocate for change to the systems and structures that hold them back.</p> <p>Juno also works in partnership with women and gender diverse people who have experienced homelessness or family violence to promote early access to information and build capacity to avert future crisis.</p> <p><b>Our values are:</b></p> <p><b>Feminism &amp; Intersectionality</b> We <i>respect</i> the diverse experiences, identities, knowledge and strengths of women and gender diverse people and strive to empower them to realise their full potential.</p> <p><b>Collaboration &amp; Creativity</b> We partner with women and gender diverse people to support them to connect to <i>safety</i> and <i>independence</i>. We recognise the inherent strength of working in <i>partnership</i> across the sectors and with communities to deliver our vision.</p> <p><b>Equity &amp; Justice</b> - We recognise the range of inequities women and gender diverse people face and actively seek to challenge and address these through our service and <i>advocacy</i>. We <i>create</i> spaces and platforms that amplify the diverse voices of those experiencing gender-based poverty. We <i>advocate</i> for gender equity and justice.</p> <p><b>Courage &amp; Accountability</b> – We strive for our work to be high quality and grounded in evidence to make impactful change. We are accountable to the clients and communities we partner with. We speak up and are willing to take risks and make change.</p> |
| <p><b>Position purpose</b></p> | <p>The Finance Manager takes leadership in ensuring financial sustainability and financial reporting of Juno. This role works closely with program managers to develop project budgets and reports and prepares monthly and quarterly reports for the CEO and board and governance reporting.</p>   |



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| <b>Internal relationships</b>          | This role reports to CEO works closely with the leadership team and Board Treasurer <b>Direct report</b> - Accounts and Administration Officer  |
| <b>Location</b>                        | The office is based in Preston. Work from home flexibility is offered   |
| <b>Tenure and time fraction</b>        | 19 to 22.8 hours per week (0.5 to 0.6 EFT) Ongoing  |
| <b>Classification</b>                  | SCHADS 2010, Level 6  |
| <b>Exemption</b>                       | Juno has an Equal Opportunity Exemption (H148/2021) and requests applications from women and gender diverse people only.  |
| <b>Position accountabilities</b>       |   |
| <b>Finance and accounts management</b> | Effectively manage Juno finances by: <ul style="list-style-type: none"> <li>managing accounting duties including leading the preparation of periodic organization, program and project budgets with regular forecasting updates, monitoring and reporting</li> <li>financial accounting duties including preparation of annual financial and statutory reports including all the support work, handling the audit process and producing statutory reports on time</li> <li>monthly management and ad hoc reporting and advice to the Board, the CEO and senior staff</li> <li>undertake all aspects of payroll process including salary sacrifice arrangements, monitor and report including STP and Superannuation</li> <li>responsible for all ATO and other compliance submissions including BAS, IS, ACNC, Workcover, FBT return and PLSA<br/>Oversee all financial transactions of the company (Accounts Payable, Accounts Receivable, Credit card, etc.) and reconcile monthly</li> </ul> |
| <b>Leadership</b>                      | <ul style="list-style-type: none"> <li>champion Juno's vision and mission and maintain a focus on the big picture</li> <li>implement the Juno practice framework across programs and projects (practicing from a feminist, intersectional and politicized trauma informed framework)</li> <li>support an organisational culture that progresses Juno's practice framework</li> <li>foster collaboration and creativity across the organisation</li> <li>model positive and constructive behaviours</li> <li>apply ethical frameworks to own behaviours, acting with integrity</li> </ul>  |
| <b>Operational Management</b>          | Implement effective processes to support operations by: <ul style="list-style-type: none"> <li>supervise Accounts and Administration Officer</li> <li>managing leasing and purchasing agreements, contracts and on-site contractors</li> <li>maintaining the asset register</li> <li>supporting the CEO in other operational areas such as WorkCover &amp; financial risk management</li> </ul>   |



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| <b>Organisational resilience</b>                      | Contribute to organisational resilience by: <ul style="list-style-type: none"><li>• contributing positively to team and workplace culture</li><li>• managing the organisations resources responsibly</li><li>• educating and advising the team about financial management practices</li></ul>   |
| <b>Continuous quality improvement</b>                 | Contribute to effective financial management and operations by: <ul style="list-style-type: none"><li>• identifying areas for improvement, including developing and reviewing finance policies and procedures as required</li><li>• responding promptly to external audit reports</li></ul>   |
| <b>Key selection criteria</b>                         |   |
| <b>Qualifications</b>                                 | Tertiary qualifications in accounting.<br>Eligibility for membership of CPA Australia or CA.  |
| <b>Specialist knowledge and position competencies</b> | <ul style="list-style-type: none"><li>• Understands the financial and reporting requirements of Public Benevolent Institution status.</li><li>• Demonstrated experience in a wide range of accounting and financial functions in a small business environment.</li><li>• Maintains and applies knowledge of regulatory and legislative requirements in accounting and financial management contexts.</li><li>• Proven ability in cash flow forecasting, financial reporting and record keeping.</li><li>• Demonstrated experience in payroll, including the ability to interpret industrial awards and agreements</li></ul> |
| <b>Additional requirements</b>                        | <ul style="list-style-type: none"><li>• National criminal history check</li><li>• Working with children check (Victoria)</li><li>• Driver's licence (Victoria)</li></ul>  |