

Position Description: Business Manager

ACD Position Description

- Position title:** Business Manager
- Status:** Permanent. 0.8 to full-time (negotiable)
- Position reports to:** CEO
- Location:** Hybrid – Work from home and in office in Surrey Hills

About ACD

ACD is Victoria's leading advocacy organisation for children with disability and their families.

We're a not-for-profit led by families, for families, and for more than 40 years we've worked to create an inclusive community where children with disability and their families can thrive.

We support families raising children with any disability or developmental delay, from birth to 18, empowering them with knowledge, connection and confidence.

Our work focuses on three things:

- Empowering families
- Building inclusive practice
- Advocating for the rights of children with disability

Position Summary

This is a leadership role, responsible for the effective management of our finance, internal operations, and governance systems, with a focus on setting up ACD for strategic growth.

Reporting to the CEO, as Business Manager you'll provide strategic and hands-on oversight of finance, HR, IT, facilities, communications, quality systems, risk management and governance support.

This role managers several staff and key external suppliers, including the communications team, accounts/payroll, virtual receptionist and ICT providers.

This is a new position, ACD is looking to set up organisation for future growth and opportunities by having a dedicated business leader.

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Responsibilities

Oversee financial systems, including forecasting and budgeting, monitoring financial performance, supervising accounts/payroll and liaising with the Finance and Audit Committee.

Strategic leadership of HR practices across the organisation, including supporting a strong workplace culture and overseeing processes for recruitment, professional development and employee relations.

Strategic leadership and supervision of the Communications Team.

Establish and maintain ICT systems through the management of external suppliers, ensuring systems are fit for purpose.

Lead the development of internal administrative, quality and project management processes to meet the needs of the organisation.

Provide high level board secretariat support.

KSC

1. Proven experience leading business operations ideally in a not-for-profit, community services, or education setting.
2. Significant expertise and experience in financial management, including strategic and operational planning, budgeting, financial monitoring and reporting.
3. Demonstrated knowledge and experience in strategic human resources leadership.
4. Demonstrated leadership skills with the ability to supervise staff, develop and oversee workplans and work collaboratively across multidisciplinary teams.
5. Strong understanding of ICT management and privacy principles.
6. Demonstrated ability to design and maintain efficient administrative, governance and project management systems to support organisational priorities.
7. Excellent written and verbal communication skills, interpersonal skills and sound problem-solving skills.

Required - Tertiary qualification or extensive experience in in business administration/financial management.

Desirable - lived experience as a person with disability or experience as a family member of a child with disability. People who identify as Aboriginal and Torres Strait Islanders or from a culturally diverse background are encouraged to apply.

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General Requirements

- Behave in a way that is consistent with ACD being a child safe organisation. Where the rights of children are protected and promoted, and the culture of Aboriginal children and families is valued. Successful child safety screening and assessment, including Police Record Check, Working with Children Check and referee checks.
 - Demonstrate a commitment to ACD's vision and mission.
 - Comply with ACD Code of Conduct and policies and procedures.
 - Other reasonable duties as requested.
 - Right to work in Australia.
 - Note: Our office is located on the first floor and has ramp and lift access.
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