



**Position:** General Manager, Finance and Corporate Services  
**Location:** Pacific Epping, Corner Cooper & High St, Epping  
**Reporting to:** Chief Executive Officer  
**Direct reports:** 3 FTE  
**Type:** Permanent full time (negotiable)

### **Whittlesea Community Connections**

Whittlesea Community Connections (WCC) is a place-based community led agency that strives to make the outer north a place where people and agencies work together to make a positive difference in our community. WCC is committed to ensuring that everyone has equal access to the community's resources and services by developing responsive approaches to meet the challenges posed by significant population growth and changing demographics. WCC recognises its role in response to complex social issues includes working with local partners, specialist services and peak bodies and advocating to both services and different levels of government.

WCC provides a wide range of free services including legal assistance, food relief, volunteering, settlement, training and employment, driving programs, family violence prevention, youth services, community information and community development initiatives. We work with local people to address barriers they may face and support communities to become active, empowered and connected. [www.whittleseacc.org.au](http://www.whittleseacc.org.au)

Equity of access underpins WCC's approach, objectives and long-term outcomes and is embedded in each of the five strategic priorities;

- Women achieve equitable life outcomes and are safe from violence
- Young People have a sense of belonging & voice in their community
- There is equitable access to employment opportunities within a sustainable local economy
- People lead healthy lives connected to community and services
- Climate Resilient Community

### **Position rationale and objectives**

The General Manager, Finance and Corporate Services provides executive leadership across finance, technology, payroll, facilities, risk and compliance. This leadership position enables WCC to effectively progress its strategic directions. The role requires strategic thinking, strong governance capability, and close attention to operational detail.

The role is responsible for ensuring WCC's corporate services functions are well-governed, compliant, financially sustainable and aligned with organisational strategy. It works closely with the CEO, Board, leadership team, and managers to strengthen systems, controls, reporting, and organisational decision-making.

### **Accountability**

The General Manager, Finance and Corporate Services is accountable to the CEO through regular supervision, reporting and annual performance review processes. The role leads a small high-performing team and provides functional oversight of relevant indirect reports and external service providers.

**Responsibilities include:**

- Provide financial analysis and advice to support decision-making.
- Identify financial risks and opportunities to enhance organisational sustainability.
- Lead the annual budgeting process, and support leadership team to develop and manage project or service budgets, monitor progress and present operational metrics both internally and externally.
- Oversee and support the organisation's day-to-day financial operations, including accounts payable/receivable, staff reimbursements and preparation and lodgement of BAS, PAYG, PLSA, Workcover and other statutory returns.
- Manage the preparation of annual financial statements and project-specific audited statements in collaboration with external auditors.
- Monitor monthly financial performance against budget and support leadership to address material variances.
- Monitor and manage the organisation's cash flow, investment accounts, capital investments, insurance, leases, licences and vehicles to ensure that WCC achieves financial targets and compliance.
- Ensure appropriate policies, procedures, delegations and internal controls are in place across finance, payroll, facilities, ICT, risk and compliance, and continually improve related processes to strengthen governance and organisational effectiveness.
- Ensure compliance with all regulatory requirements, including the Australian Charities and Not-for-profits Commission (ACNC), ATO, and Consumer Affairs Victoria.
- Manage relevant external partners, contractors and contracts across finance, technology, facilities, payroll, risk and compliance.
- Develop a technology roadmap that outlines the strategic direction for IT initiatives, including short- and long-term goals, technology investments and project timelines aligned with the organisation's plans.
- Identify and evaluate vendors, hardware and software options, negotiate contracts and agreements, and make recommendations to the CEO, taking into account cost, compatibility and support.
- Establish and lead best-practice technology governance, service delivery and operations, including KPIs, SLAs and compliance with policies.
- Oversee and support cyber security improvement initiatives by ensuring alignment with the Essential Eight framework.
- Act as the designated Chief Information Security Officer (CISO) for RFFR control purposes, including oversight of cyber security governance, implementation and monitoring of required controls and management of cyber risks and incidents.
- Support robust technology, financial control and governance strategies to reduce cyber risk, strengthen organisational resilience and ensure compliance with relevant standards.
- Provide strategic oversight of corporate services functions, including finance, technology, payroll, facilities, risk and compliance.
- Oversee payroll governance, systems, processes and controls to ensure accurate, timely and compliant payroll processing, award interpretation, superannuation, salary packaging, leave liabilities and statutory reporting.
- Lead the organisation's risk management and compliance framework, including maintaining risk registers, monitoring mitigation actions, overseeing regulatory, funding, contractual, insurance, financial, workplace and governance obligations, and reporting key risks to the CEO, leadership team and Board subcommittees.
- Provide oversight of facilities management, including leases, maintenance, contractor management, accessibility, asset management and business continuity requirements.

#### With the Board

- Support the Finance, Audit and Risk Board subcommittee and work with the Treasurer to prepare agendas and reports.
- Prepare monthly and annual financial statements, metrics and analysis for the Board.
- Present annual budgets and updates to the Board meeting where required.
- Provide assurance reporting to the CEO, Board and relevant subcommittees on organisational risk, compliance, facilities, payroll controls and business continuity as required.

#### With senior staff:

- Engage the leadership team to ensure financial processes are understood and implemented effectively and to ensure that all financial and IT solutions positively support WCC's strategy, operational delivery, and data collection needs.
- Oversee the financial aspects of grant applications, including budget preparation and financial acquittals and monitor grant expenditures to ensure alignment with funding agreements.
- Identify operational and program-related risks with senior staff and recommend practical improvements and strategies to reduce them.
- Support managers to understand and meet their responsibilities in relation to budget management, procurement, payroll processes, compliance, facilities matters, and risk reporting.

#### **Key capabilities and experience**

- Extensive financial management and budgeting experience and expertise, including proficiency in accounting software and related systems and cloud solutions
- Relevant tertiary qualifications in Accounting or equivalent, and experience or knowledge of not for profit/for purpose/social enterprise sector.
- Demonstrate experience overseeing corporate services functions, including finance, payroll, facilities, risk, compliance, insurance, ICT and organisational governance.
- Strong interpersonal skills, including effective communication, negotiation, verbal and written presentation skills with the ability to build relationships with a diverse range of stakeholders.
- Demonstrated capacity to manage and develop staff and work with Boards and/or sub committees.
- The ability to use initiative, think laterally and strategically to meet deadlines, and produce quality outcomes under pressure.
- Continuous improvement mindset with the ability to recommend process improvements for efficiency and effectiveness gains.

#### **Salary and Conditions**

- Conditions will be in accordance with the Social, Community, Home and Disability Services (SCHADS) Industry Award 2010
- This position is offered as a full-time 5 day a week position (negotiable) with flexible working arrangements
- This is a permanent position, with a six month probationary period.
- Generous salary sacrifice arrangements, if taken up by the employee, can significantly increase the net value of the remuneration received.
- Above Award leave provisions are included
- The successful applicant will be required to enter an employment contract and have a current National Police Check and Working with Children Check