

Position Description Executive Manager Business Services & Company Secretary POSEA3054 ISO9001 Approved by Stefan Gruenert Next Revision: 12/12/2027	Location:	Richmond
	Traditional Land Owners:	Wurundjeri People
	Classification:	SCHADS Level 8
	Reports To:	Chief Executive Officer
	Direct Reports:	Finance & Payroll Manager, Business & Finance Manager (Residential Services), IT Manager, Asset & Safety Manager

Odyssey Victoria (OV) is a place of hope and positive change for individuals working towards breaking their pattern of addiction. At OV we believe that every person should have the opportunity to change and grow. Our diverse teams work with individuals, families and communities to reduce drug use, improve mental health and reconnect people to their family and the community. The Odyssey name reflects the courageous journey of self-discovery and change that our clients undertake.

Position objective

The Executive Manager Business Services & Company Secretary is responsible for overseeing all financial policy and direction, financial administration, business planning, and budgeting within OV. They lead other organisational functions including Information Technology, Fleet, Assets and Legal, and perform the role of the Company Secretary. As a member of the Executive Management Team, they participate in the management of OV at a strategic level and work closely with the Risk & Finance Committee of the OV Board.

Role responsibilities

Working under the direction of the CEO, the Executive Manager Business Services & Company Secretary provides broad financial, strategic and operational input into OV's relevant programs and activities. The role also supports the identification of current and future gaps and improvements, and the development of strategies to achieve desired organisational outcomes.

Role responsibilities include:

Strategy

- Advise the CEO and COO on operational and strategic financial issues as they arise, including recommendations based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.

- Oversee long-term budgetary planning and cost management to ensure consistency with OV's strategic plan.
- Liaise with other Executive Managers to ensure consistency with short and long-term financial planning and projections.
- Provide financial reports and advice to the Board Risk and Finance Committee on issues, trends, and changes affecting OV's financial position.
- Work collaboratively with the executive team in the development of long-term strategic plans for business services that align with OV's organisational strategy, RAP's and sector priorities.

Leadership

- Provide leadership to a team of staff supporting areas of Finance, Payroll, IT, Assets and Fleet.
- Provide leadership and guidance to Managers to assist them in developing a collaborative and high performing team culture, achieving service targets and promoting continuous learning and professional development opportunities for their staff across Finance, IT, Assets and Fleet.
- Support, develop and manage direct staff and guide other managers and teams on financial matters.
- Engage other members of the senior Management Team to facilitate cross-department collaboration.
- Work closely with other Executives and the People & Culture function with regards to OH&S, Performance Management, Resourcing, and developmental initiatives for the broader OV workforce.
- Model an emotionally intelligent leadership style that is calm, respectful and solutions-focused, ensuring all interactions uphold OV's values.
- Foster a leadership environment where staff feel safe to raise concerns, provide ideas and seek support without fear of judgement or negative consequences.
- Actively challenge and address behaviours that undermine team cohesion, including rudeness, dismissiveness or manipulation and ensure leadership practice across all areas align with OV's expectations.
- Build a culture of trust through transparent communication, follow-through on commitments, and consistent, fair decision-making.
- Promote a leadership approach that prioritises collaboration, psychological safety, and constructive conflict resolution.
- Ensure Managers are supported, coached, and held accountable for maintaining a supportive, respectful, and safe team culture.
- Ensure direct reports at all levels model OV's values and uphold professional standards of behaviour.

Financial and Operational Management

- Manage the Finance, IT, Fleet and Asset functions within OV and coordinate external legal support as required.
- In consultation with the CEO, COO and Managers, develop an overall and separate income/expense and capital budget for each program area as required, oversee their implementation, monitor progress, and present financial reports/analysis to relevant internal and external stakeholders.

- Ensure that financial record systems are in accordance with Generally Accepted Accounting Principles and modern good practice.
- Manage cash flow and forecasting and direct all financial project-based and departmental accounting.
- Ensure the financial operations of all projects and programs are within approved budgets and reporting requirements. Take accountability for any variations to budgeted expenditure and income within Finance, Fleet & Assets, and IT.
- Manage the preparation and approval of all financial reporting materials for funders and OV's Board of Directors and prepare and communicate monthly and annual financial statements.
- Coordinate all financial audit activities.
- Review all formal finance, assets, fleet and IT related policies, procedures and processes as a basis for continuous improvement under ISO9001.
- Coordinate legal advice to OV as required, including from Board members with legal expertise.
- Perform the role of Company Secretary.

Occupational Health, Wellbeing & Safety

- Foster a workplace culture where safe behaviour is encouraged and respected as part of normal organisational practice. Regularly communicate and consult with relevant employees on OH&S issues. Support direct report staff to ensure they are well supported and supervised, promoting regular reflection of their work and opportunities for skill enhancement.

Culture & Teamwork

- Model ethical behaviour and practice consistent with OV's values, ethos, leadership charter and code of conduct.
- Respect and value the organisation, its' clients, and its' staff.
- Prioritise the work of the OV Executive team, contributing to, representing, and supporting decisions made.
- Contribute to maintaining a supportive team environment by communicating with team members, staff and volunteers in a positive and encouraging manner.
- Identify any emerging issues or critical incidents that may impact upon the growth, reputation, and sustainability of the relevant programs/work areas.
- Lead or actively participate in relevant meetings and forums.

General

- Contribute to the continuing development of OV Child Safety policy and procedures.
- Adhere to child safe practices and assist OV to maintain a child safe organisation.
- Understand and apply inclusive practice, when working with people from diverse communities, such as cultures, genders, sexualities, bodies, abilities, spiritualities, ages and backgrounds.

- At the discretion of the Chief Executive Officer, responsibilities assigned to this role may change from time to time to meet the business needs of OV.

Key Selection Criteria

- Minimum 10 years of broad financial experience managing finance (accounting, budgeting, control and reporting) and general administration.
- Experience of working with a CEO (or equivalent) and Board of Directors.
- A hands-on manager with a high level of financial and business acumen.
- Demonstrated success in managing finance, accounting, budgeting, control and reporting.
- High level skills in examining, developing, re-engineering, and recommending financial, and administrative policies and procedures.
- Strong analytical skills with attention to detail.
- High level communication skills, both verbal and written, with a collaborative style aligned with OV values and a strong service orientation.
- A leadership style that embraces collaboration, accountability, teamwork, and shared responsibility.
- Proven capability in stakeholder engagement and relationship building with the ability to liaise and communicate productively with a variety of people at all levels.

Essential Requirements

- Relevant accounting or finance qualifications.
- Strong information technology skills, including proficiency in Microsoft Office suite.
- Eligibility to work in Australia.
- Satisfactory outcome of a confidential Police Check and Working with Children Check. OV is committed to child safety and is a Child Safe organisation.
- Empathy for those whose lives have been affected by problematic alcohol and other drug use and or mental health disorders.

Desirable Requirements

- Relevant CPA or ICAA qualifications.
- Membership of a relevant professional body.
- Current knowledge of OH&S practices.
- Relevant experience managing other business functions including IT, Fleet and Assets.
- Possession of a current Victorian Driver's Licence.

Our Reconciliation Action Commitment

Odyssey Victoria's commitment to reconciliation with Australia's first nation peoples, means that we prioritise a workplace that welcomes, supports, and employs Aboriginal and Torres Strait Islander peoples, and we value their unique contribution to our organisation.

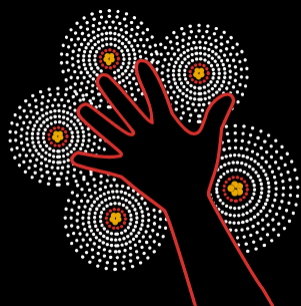
We will act in ways that promote reconciliation between our Aboriginal clients and our staff, and to contribute to the healing that is needed. We will assist with, and prioritise, Aboriginal and Torres Strait Islander job applications and treatment referrals. We commit to celebrating local and national dates of

significance, and we will Acknowledge Country when we meet together. We will respect the histories and cultures of Aboriginal and Torres Strait Islander peoples and acknowledge their unique status as the traditional custodians of this land and its waters.

Our Diversity Commitment

At Odyssey Victoria, we value diversity and believe that employing people with a range of backgrounds and abilities brings a variety of ideas, perspectives and experiences that will enhance the relevance, safety, and effectiveness of our services.

We will promote a workplace that actively seeks to encourage people with disabilities, LGBTQIA+ people, young people, older Australians, and people from diverse cultural, linguistic and faith backgrounds to apply for employment with us. We are committed to ensuring that a diverse range of people are welcomed, valued, and supported in their roles.



Our values

We promote hope for change and expectation to reach one's full potential. We encourage perseverance and innovation to make a real difference in people's lives. We uphold the pillars of Respect, Concern, Honesty, Trust, and Love. Our values are promoted among the residents, staff, and clients of Odyssey Victoria.

This artwork, inspired by Chris Thorne, represents counting the pillars on one hand.