

POSITION DESCRIPTION



Position: Finance Manager
Position Level: Social and Community Services Employee Level 6-7 (as per Northside's Enterprise Agreement)
Reports to: Executive Director (Client and Corporate Services)

NORTHSIDE COMMUNITY SERVICE VISION, MISSION AND VALUES					
Vision: A community where everyone matters and has the opportunity to fulfil their potential.					
Mission: Provide exceptional early learning that gives the strongest start in life to children, and work with extraordinary people to strengthen their connection and access to home and community.					
Values:	Courage	Integrity	Choice	Innovation	Collaboration

POSITION OBJECTIVE

The Finance Manager will be responsible for overseeing the day-to-day operations of the Finance department, including accounts receivable, accounts payable, and payroll services. The position will manage the function in accordance with Northside's policies and legislative requirements, and within budgetary constraints. Additionally, it work closely with the Executive Director (Client and Corporate Services) to provide financial, resource, and business management of the function.

The position is also responsible for providing expert, insightful, and reliable financial information to the organisation. It will work to improve performance and management reporting, build strong relationships across the organisation, and provide financial services to Northside's program areas, with a focus on strategic planning, costing, budgeting, financial analysis, and management reporting.

KEY RESPONSIBILITIES AND DUTIES

- Supervising and leading a team of finance professionals with the goal of supporting Northside in meeting its strategic goals.
- Ensuring compliance with professional and statutory requirements, meeting all internal and external deadlines, and providing regular and ad hoc information and reports in an expert and timely manner.
- Managing financial and administrative functions efficiently by prioritising workloads, monitoring and developing work systems.
- Managing payroll function accurately and in a timely manner.
- Managing the end-of-month finance deadlines, including preparing and monitoring finance timetables for month and year-end cut-offs, and assisting with financial audits when required.
- Ensuring accurate and timely financial reporting obligations of all contract programs and preparing acquittals in accordance with funding agreements.

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- Preparing, reviewing, and providing astute analysis on balance sheet reconciliations, monthly management accounts, and work papers to achieve audit requirements.
- Preparing and/or reviewing of annual statutory reports, annual budgets, and forecasts.
- Building productive working relationships with other business areas to facilitate cross-functional collaboration and innovation.
- Providing support and guidance to other team members as necessary and assisting with finance activities or programs involving planning, direction, control, and evaluation of operations.
- Resolving issues or complaints in a prompt and professional manner.
- Identifying areas of risk as they arise and developing and implementing process improvements.
- Supporting program areas by providing financial and strategic advice.
- Supporting financial planning and forecasting processes to ensure the delivery of high-quality business planning around revenue and expenditures.
- Completing management and performance reporting requirements as per the agreed timelines.
- Conducting budgeting and variance analysis and reviewing KPIs to recommend more effective measurements.
- Identifying areas of inefficiency and recommending areas for processing and procedural improvement.
- Undertaking other relevant duties as directed, consistent with the employee's skill, competence, and training.
- Applying and upholding principles of equity and anti-discrimination in the workplace and adhering to organisational and legislative Health, Safety, and Environment requirements.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

1. A Chartered Accountant (CA) or Chartered Practising Accountant (CPA) qualification or near completion of such qualification.
2. Comprehensive knowledge and experience in accounting practices and principles, commensurate with the level of this role.
3. Demonstrated expertise and extensive knowledge to interpret and apply relevant legislation, resolve complex problems, provide practical solutions, and advice in the area of expertise.
4. Highly developed organisational and planning skills, with the ability to meet tight deadlines and deal with changing priorities.
5. Strong knowledge in continuous improvement practices.
6. High level interpersonal and communication skills, with the ability to work independently or as part of a harmonious team.
7. Strong numeracy and computing skills, with demonstrated working knowledge of accounting software, Microsoft Office suite, and relational databases.
8. Ability to lead, motivate, and manage a team effectively.
9. Sound understanding of financial management principles, including budgeting, forecasting, and variance analysis.
10. Experience in preparing and analysing financial reports and statements.

11. Strong problem-solving and analytical skills with the ability to make informed decisions.
12. Proven ability to build and maintain strong relationships with stakeholders.
13. A commitment to upholding principles of equity and anti-discrimination in the workplace.

QUALIFICATIONS AND/OR TRAINING

- A qualified Chartered Accounts (CA) or Chartered Practicing Accountant (CPA), or near completion of such qualification.
- Full driver's licence.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

- Prolonged periods of sitting at a desk and working on a computer will be required.
- Occasional lifting and manual handling tasks may be necessary.
- You may need to drive to clients' or partnership organisations' locations as part of your duties.
- The position requires the use of a personal vehicle to deliver Northside services.
- You must be available to work some evenings, weekends, and public holidays as needed to meet deadlines or support the organisation's operations.

GENERAL EMPLOYMENT INFORMATION

Northside Community Service is a child-safe organisation. We actively promote the safety and wellbeing of children and all Northside staff are committed to protecting children from abuse or harm.

Northside Community Service is an Equal Opportunity Employer. We value diversity and are committed to workforce diversity and equal opportunity. We recognise that the provision of supportive, safe and harassment free workplace is essential to high performance and promote flexible work, diversity and safety.

All Northside staff and volunteers are required to:

- Act at all times in accordance with the Code of Conduct and all relevant policies and procedures
- Comply with the work health and safety policy & procedure
- Undertake a national police check prior to commencement and every 3 years thereafter
- Undertake screening for suitability to work with children, youth and vulnerable people
- Comply with the National Principles for Child Safe Organisations, the Reportable Conduct Scheme for the ACT and other relevant legislative requirements.

SIGNATURE

Employee signature below indicates the employee's understanding and acceptance of this position description.

Employee Name		Date	
Employee Signature			

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