

# POSITION DESCRIPTION



<b>Position:</b> Financial Controller
<b>Position Level:</b> Social and Community Services Employee Level 6-7 (as per Northside's Enterprise Agreement)
<b>Reports to:</b> Executive Director (Client and Corporate Services)

NORTHSIDE COMMUNITY SERVICE VISION, MISSION AND VALUES					
<b>Vision:</b> A community where everyone matters and has the opportunity to fulfil their potential.					
<b>Mission:</b> 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.					
<b>Values:</b>	Courage	Integrity	Choice	Innovation	Collaboration

## POSITION OBJECTIVE

The Financial Controller will be responsible for overseeing the day-to-day operations of the Finance department and corporate services including financial processing, payroll services, budget and costing, venue hire, tenancy and front office. The role will ensure compliance with Northside's policies and legislative requirements, and effectively manage the function within budgetary constraints. Working closely with the Executive Director (Client and Corporate Services), the Financial Controller will provide financial, resource, and business management for the department.

In addition, the position will play a crucial role in providing expert, insightful, and reliable financial information to the organisation. The Financial Controller will strive to enhance performance and management reporting, foster strong relationships across the organisation, and deliver financial services to Northside's program areas. This will involve strategic planning, costing, budgeting, financial analysis, and comprehensive management reporting to support informed decision-making.

## KEY RESPONSIBILITIES AND DUTIES

- Leading and supervising a team of professionals to support Northside in achieving its strategic goals.
- Ensuring compliance with professional and statutory requirements, meeting internal and external deadlines, and providing timely and expert information and reports.
- Efficiently managing financial and administrative functions by prioritising workloads and developing work systems and meeting various deadlines.
- Managing financial processing, payroll, venue hire, tenancy, and corporate service functions accurately and in a timely manner.
- Overseeing 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 for all contract programs and preparing acquittals in accordance with funding agreements.

Reviewed by HR		Review Date	9/08/2023
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- Preparing, reviewing, and providing astute analysis on balance sheet reconciliations, monthly management accounts, and work papers to meet audit requirements.
- Preparing and/or reviewing 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 promptly and professionally.
- 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 high-quality business planning around revenue and expenditures.
- Completing management and performance reporting requirements as per agreed timelines.
- Conducting budgeting and variance analysis and reviewing KPIs to recommend more effective measurements.
- Identifying areas of inefficiency and recommending improvements to processing and procedures.
- Undertaking other relevant duties as directed, consistent with the employee's skills, 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.
2. Demonstrated experience (at least 3 years) in a similar role.
3. Knowledge and experience in accounting practices and principles, commensurate with the level of this role.
4. Demonstrated expertise and extensive knowledge to interpret and apply relevant legislation, resolve complex problems, provide practical solutions, and advice in the area of expertise.
5. Highly developed organisational and planning skills, with the ability to meet tight deadlines and deal with changing priorities.
6. Strong knowledge in continuous improvement practices.
7. High level interpersonal and communication skills, with the ability to work independently or as part of a harmonious team.
8. Strong numeracy and computing skills, with demonstrated working knowledge of accounting software, Microsoft Office suite, and relational databases.
9. Ability to lead, motivate, and manage a team effectively.
10. Sound understanding of financial management principles, including budgeting, forecasting, and variance analysis.
11. Experience in preparing and analysing financial reports and statements.
12. Strong problem-solving and analytical skills with the ability to make informed decisions.
13. Proven ability to build and maintain strong relationships with stakeholders.
14. A commitment to upholding principles of equity and anti-discrimination in the workplace.

## QUALIFICATIONS AND/OR TRAINING

- A qualified Chartered Accounts (CA) or Chartered Practising Accountant (CPA) of Australia.
- 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			