

IMPACT Community Services

JOB ROLE



JOB CODE: 01.002.21
JOB TITLE: Finance & Administration Manager
PROGRAM/SECTION: Corporate Services / Finance
REPORTS TO: General Manager – Corporate Services
AWARD: Labour Market Assistance Industry Award 2010
CLASSIFICATION: Manager Level 2 (Above award)
PROBATIONARY PERIOD: 6 months (monthly reviews undertaken during this period)

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Impact Commitment Statement

Our staff will actively contribute to the organisation’s vision, mission, values, policies and procedures. In return, our staff will enjoy making a difference in the community, working within a supportive team, with a strong commitment to learning and development; and appreciate significant employment benefits.

Who are we? As a charitable organisation, we support people who may be experiencing disadvantage, poverty or exclusion from community, social and employment networks. Through our programs and services, we assist individuals and families build resilience and reconnect with the community in a positive way to realise an improved quality of life.

What is our vision? To lead the community in pioneering improved life opportunities

What is our mission? Building a caring and inclusive community through opportunities which empower people, increase individual choice, improve resilience and increase social and economic participation

What are our values?
 What do we expect from our staff and what do our clients expect from us?

Trust we are honest, accountable to our community and transparent in our actions

Empowerment in every endeavour we strive to support people to achieve their goals, own their actions and make sustained change in their lives according to what they want

Relevance we serve our community’s needs through a contemporary individual choice based approach to community service

Compassion we are caring and understanding in our support of people in our community

Inclusiveness we believe that diversity in our community makes us stronger and provide equal opportunity to all



OVERVIEW:

The Finance & Administration Manager will be responsible for managing the financial and administrative functions. The Financial function entails both financial and management accounting. The financial accounting function will be the preparation of financial reporting, reconciliation of financial data to source systems, along with monitoring and reviewing of risk and regulatory reporting. The management accounting function will predominantly involve forecasting, financial modelling, variance analysis, reviewing and monitoring costs. This role is also responsible for effective Customer service and streamlined processes for Administration and Business support.

As a business partner, the Finance & Administration Manager is responsible for preparing, developing and analyzing key financial information to ensure that the organisation's management makes well-informed decisions to ensure future stability, growth and profitability.

MAIN DUTIES/RESPONSIBILITIES:

- Utilising a Customer service mantra, lead, manage and inspire the Finance and Administration teams to provide an effective and efficient service in a complex and changing environment
- Effectively plan, delegate, coordinate, implement and make decisions within the Finance and administrative functions.
- Create and embed a high-performance capability framework to support the delivery of exceptional customer service
- Manage relationships with banks, tax & accounting, legal, and other local business services providers.
- Prepare periodic financial statements, including profit and loss accounts, budgets, cash flows, variance analysis as well as end of year processing and adjustments
- Ensure financial records are maintained according to the financial standards required
- Interpret and communicate financial data to non-financial managers to maximise the commercial capability of Business Partners
- Preparation of information for year-end external audit review and liaising with auditors
- Ensure accounts payable, accounts receivable and payroll functions are processed and authorised with appropriate records retained
- Maintenance of Fixed Assets and updating Capital expenditure reporting
- Ensure compliance with financial governance grants requirements
- Implement risk management and internal financial controls
- Oversee the co-ordination of office and administrative operations and procedures
- Maximise and improve the delivery of our administration functions creating process synergies
- Oversee the vehicle fleet management, Insurance requirements and renewals, Housing rental accommodation
- Keep up to date with best financial and administration practices that apply to the organisation
- Take reasonable care for personal health and safety in the workplace and that of others
- Develop and deliver outcomes aligned with IMPACT's Strategic Plan
- Promote the Vision, Mission and Values of the Organisation



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CORE COMPETENCIES (QUALIFICATIONS, SKILLS AND EXPERIENCE)

Essential

- Bachelor Degree in Business Accounting or equivalent
- Minimum 3-5 years experience in an Accountant or Finance Administration role
- Experience in financial reporting in accordance with accounting standards
- Knowledge of legislation and standards pertaining to the delivery of financial management and reporting; financial instruments
- Experience working within a compliance framework environment
- High level of numeracy
- Excellent communication skills both verbal and written
- Excellent interpersonal skills and a collaborative management style.
- A demonstrated commitment to high professional ethical standards in a diverse workplace
- Accountable work style and commitment to get the job done
- High tolerance to working in a flexible and changing environment
- A demonstrated ability to treat people with respect and work ethically and with integrity
- Highly developed time management skills and the ability to apply analytical skills when required
- Demonstrated computer skills with proficient use in Microsoft Office suite
- Demonstrated financial management analysis and proficient in Financial systems
- Strong interpersonal and teamwork skills, with the ability to work with colleagues at all levels including non-finance members of staff

Desirable

- Member of relevant Accounting institutes
- Experience in Government contract financial requirements
- Knowledge of legislation and standards pertaining to NFP tax endorsements, payroll management and reporting
- Experience with community liaison and activity

LICENSING AND ADMINISTRATIVE REQUIREMENTS

Please note that employment is subject to obtaining/holding all requirements listed below and that failure to comply may lead to termination of employment. These requirements must be maintained throughout the employment period.

- Queensland Driver's Licence / C Class
- Possession of, or willingness to obtain, Prescribed Notice (Yellow Card), Working with Children (Blue Card), National Police Check (AFP).

