

**SUNRISE HEALTH SERVICE ABORIGINAL CORPORATION**

PH: (08) 89 719 500

ABN 26 778 213 582 • ICN 4170

First Floor Pandanus Plaza
25 First Street, Katherine
PO Box 1696, Katherine NT 0851

Job Title	Finance Manager		Business Unit	Finance & Payroll
Employment Status	Full time		Duration	Permanent
Classification	SAO1 Level 1		Salary	\$121,721
Position Number	501	Vacancy Closing	[Vacancy Closing]	Reports to Position (name and number) CEO

1. Position Summary

Sunrise Health Service Aboriginal Corporation (SHS) is an independent, community-controlled health service, with overall direction and management set by a board comprised of representatives from the remote Aboriginal communities of the region.

Each major community within the region has its own Community Health Committee (CHC) which will increasingly play a role in setting direction at the local community level. CHCs provide support and advise to the local health center so that local cultural values and practices are included in service planning and delivery.

Sunrise takes a broad view of primary health care, has a philosophy of community participation, and a strong focus on care coordination with a service delivery model based upon bio/psycho/social wellbeing by combining best practice Western Medicine with Traditional practice and spiritual beliefs.

The Finance Manager is an operational, yet, high accountability position that is responsible for the broad administrative and financial operations of Sunrise Health Services in line with Sunrise Health Services strategic and business plans. The Finance Manager shall provide business support as an integral member of the Executive Management Team and report directly to the CEO.

The incumbent is required to use their operational skills and abilities, organizational assets and strategic planning skills to positively influence the overall performance of the organization in terms of optimizing performance outputs and outcomes including fiscal responsibility, income generation and ensuring ongoing viability and sustainability of the organization.

2. Duty Statement

2.1. Facilitation of organisational budget and forward financial modelling, development, and management of Sunrise financial and information technology affairs

- With advice from all directorates, draft an annual budget within agreed timelines for ratification by the EMT and the Board.
- Based on the Funding Agreements and with advice from the Program staff, draft budgets for the various programs each year.
- Work with health centre managers and program managers to assist them to understand their budgets
- Keep track of underspends from previous years to ensure program managers are aware of them.
- Assist Board Members to improve knowledge of budget and financial matters as required.
- Develop and maintain a forward financial model/plan in conjunction with the annual budget for the period as required under legislation/accounting regulations or a longer period as required by Sunrise.
- Analyse new/proposed funding budgets to ensure viability and provide advice to the CEO on the financial sustainability
- Liaise with Auditors to deliver annual Audited Financial Statements and ensure Sunrise's taxation obligations are met.



- Liaise with technology partners to ensure the most suitable services are delivered to Sunrise including supporting the transfer of accounting, payroll and HR systems to Microsoft Dynamics.

2.2. To advise and assist the Directors on policy and organisational management issues

- Review, develop and recommend financial and governance policy and procedures.
- Attend and contribute to EMT and Committees as required.
- Ensure all regulatory requirements related to the finance section are fulfilled.
- Assist the CEO in financial matters as required.

2.3. To contribute to medium- and long-term planning

- In consultation with directorates, develop strategies for internal financial reporting.
- Develop strategies for external transactions/payment systems.
- Develop a Strategic Financial Plan to align with Sunrise's strategic planning processes
- Develop and implement investment strategies
- Develop and implement Operational Service Plans within the Finance Department.

2.4. Sunrise services are delivered in accordance with Business Plan

- Ensure all financial acquittals and compliance reports are completed within the required timeframes with the provision of accurate reporting in accordance with legislative requirements, funding contracts and grants.
- Provide accurate and timely monthly financial reports to the Board, Finance & Risk Committee, Executive and Managers and maintain an effective, transparent and accessible financial management system.
- Supervise and deliver the finance, payroll and accounting functions in line with Financial policies and statutory requirements.
- Ensure that a teamwork philosophy is engendered in all operations.
- Provide timely management reports on operations of the section and for other directorates.
- Provide input to Sunrise's Annual Report.
- Establish and manage supplier contracts as required to ensure delivery of efficient services.
- Manage loan and investment portfolios.
- Assist Assets with maintaining the Assets Register and valuations of all Sunrise property in accordance with accounting standards.
- Liaise with the relevant funding bodies and auditors on all financial matters to ensure all appropriate records and reporting are delivered and the Sunrise finance system is operating effectively and efficiently.

2.5. Actively manage staff participation and development

- Regular and effective communication is practiced across the department.
- Finance staff performance is monitored.
- Human Resource policies and procedures are followed.
- Ensure staff are adequately supervised and have opportunities for development & training.
- Leadership is provided to the section.
- Service standards and employee responsibilities are clearly identified.



2.6. Assist in the development and implementation of organisational risk management procedures

- Development and maintenance of internal controls within the finance section.
- Ensure that appropriate systems are established, and actions taken to implement Work Health and Safety requirements.
- Participate in and regularly monitor Health and Safety performance in the area of responsibility.
- Support the development and implementation of risk mitigation strategies identified for programs and business operations

2.7. To implement Sunrise's Business Plan in accordance with target dates

- The Business Plan, Budget and Operational Service Plans are actively monitored.
- Monthly status review of Budget and Operational Service Plans.
- Quarterly review and report to CEO and Board.

3. Organisation-wide Responsibilities

Under a Quality Management System framework, the Finance Manager is responsible for the broad administrative operations of Sunrise Health Service including strategic planning, financial, business planning and management, IT and general administration in line with Sunrise Health Service strategic and business plans. The Finance manager shall provide support to the EMT as required and report directly to the CEO.

4. Delegations

Financial:	Delegation authorities as per Delegations Manual. Approve fortnightly payroll, approve cash out of personal and recreational leave, approve accounts payable payment run.
Personnel:	Approve timesheets, annual leave, sick leave, and bereavement leave.

5. Selection Criteria

In the context of a community controlled organisation servicing remote, strongly cultural Aboriginal communities, the following are the criteria for appointment to the position:

Essential:

1. Tertiary qualifications in Accounting
2. Proven experience in managing the financial affairs of a not for profit organisation and demonstrated understanding of working with Aboriginal communities and staff.
3. Demonstrated experience preparing Annual Financial Statements, BAS/FBT returns and other statutory reporting.
4. Excellent interpersonal and oral/written communication skills including experience in writing submissions for funding and associated research for business case submission as well as develop positive working relationships with funding bodies and stakeholders.
5. Good understanding of Information Technology delivered in a corporate environment and with strong Computer skills to enable successful operation of accounting system and financial modelling.
6. Ability to develop organisational and departmental budgets and long-term financial plans.



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7. Leadership abilities to supervise, train, mentor and build capacity of staff to achieve corporate objectives.
8. Highly developed analytical and conceptual skills with demonstrated capacity to drive continuous improvement and Quality Management/Quality Improvement Systems.
9. Demonstrated commitment to personal ethics, confidentiality, integrity, loyalty, passion and commitment to the philosophies, principles and ideologies of Aboriginal Community Control.
10. Demonstrated skills in strategic planning, financial planning, reporting and competence in the management and utilization of financial systems, accounts and purchasing.

Essential Certification:

1. Current NT Drivers Licence with 4WD experience
2. Be an Australian Resident or provide the current, relevant Visa to work within Australia
3. Hold a NT Ochre Card
4. Undertake a new Criminal History Check prior to commencement of employment and renew your Criminal History Check every two years.

Desirable:

1. Post graduate degree in management or as a CPA
2. Prior experience of the history and role of Aboriginal community-controlled health organisations and an understanding of the Aboriginal primary health care system in the NT.
3. To be of Indigenous descent.
4. Significant previous experience working as a senior operational and strategic level finance manager in the Aboriginal community-controlled sector.

6. Endorsement and Approval

Position Profile endorsement:	
Position title:	Name:
Signature:	Date:

Position Profile approval by the:	
Position title: CEO	Name:
Signature:	Date: