

Job Description Form	Finance Manager
Work Group:	Corporate Services
Work Unit:	Finance
Reports To:	Executive Manager - Corporate Services
Direct Reports:	5
Award / Agreement:	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Award Classification:	Administrative Grade 6
Approved by CEO:	12 October 2021 (Des Martin)

VISION STATEMENT

Aboriginal people in Western Australia enjoy the same level of health and wellbeing as all Western Australians.

MISSION STATEMENT

As the leading authority for Aboriginal health in Western Australia, we strive to strengthen and promote the Aboriginal Community Controlled Health Services' Model of Care, empowering Aboriginal people to achieve health equality in their communities.

ORGANISATIONAL VALUES

The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.

These values are designed to guide and promote a strong, high performing organisational culture that is responsive to the state-wide needs of our Members and assist us in delivering our vision.

Culture | Resilience | Accountability | Collaboration | Passion | Integrity

POSITION PURPOSE

The Finance Manager will report to, and is directly accountable to, the Executive Manager - Corporate Services and is responsible for providing financial management and accounting services the Aboriginal Health Council of Western Australia (AHCWA).

The Finance Manager will oversee the following functions; financial analysis and risk management; budgeting and cost control; accounts payable/receivable; payroll; financial and management reporting; strategic financial management; compliance with all statutory, legislative and reporting requirements; and the development of methodologies and frameworks to ensure the Finance team is effective and efficient.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

EXTERNAL

- Given the range of tasks, this position has contact with most Aboriginal Community Controlled Health Services.
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

INTERNAL

- Maintains close working relationships with other officers, team members and employees of the Aboriginal Health Council of Western Australia.

RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
FINANCIAL OPERATIONS	<ul style="list-style-type: none"> – Oversee the day to day functions of the Finance Work Unit, to ensure the effective management of all incoming and outgoing transactions and the maintenance of the general ledger. – Provide strong leadership, direction and support to the Accountant, Assistant Accountants and Accounts and Payroll Officers as and when required. – Preparation of the Annual Budget(s), end of month reports, period end journal adjustments, quarterly and six monthly acquittal statements for funding bodies, specific financial reports for funding bodies adhering to provided templates and annual financial statements for the auditor. – Oversee the electronic financial processing and ensure ongoing effective and efficient accounting processes are maintained.

	<ul style="list-style-type: none"> – Oversee the financial aspects and transactional accounting processes in relation to grant administration, payroll and asset management, including interfaces between respective systems to ensure the highest standards of data quality and integrity are maintained. – Oversee and implement the introduction of new systems which will promote efficiencies within the Finance Unit and organisation as a whole. – Ensure that an appropriate internal control framework is implemented and maintained. – Liaise with internal and external stakeholders (Board of Directors, banks, auditors, management and Member Services) in all aspects of financial administration. – Oversee the month end process (including the processing and reviewing of any journals when necessary) whilst ensuring appropriate risk analysis is conducted in conjunction with the CEO and Executive Manager - Corporate Services. – Present organisational financial statements and information to the Board of Directors and to the Executive Management Team. – Support timely production of statutory and internal financial reports (end of month reports, balance sheet reconciliation, profit and loss statements and cash position). – Manage the interim and end of financial year external audit process and ensure appropriate records and reports are provided to the CEO and Executive Manager - Corporate Services as required. – Manage any internal audits required for compliance to maintain accreditation standards. – Prepare Annual General Purpose Financial Statements for audit; ensuring all regulatory and legal compliance requirements are met. – Ensure finance policies, standards, and guidelines in respect of accounting procedures concepts and methodologies are maintained at all times. – Monitor the organisations cash flow reserves and short term investments for report to the CEO and Executive Manager - Corporate Services. – Oversee the reconciliation of the motor vehicle and other government services transactions including FBT. – Prepare and lodge the FBT return annually.
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	<ul style="list-style-type: none"> – Prepare and lodge business activity statements (BAS) returns quarterly (to be verified by the Executive Manager - Corporate Services). – Assist in the development and review of organisational policies and procedures.
PAYROLL ADMINISTRATION	<ul style="list-style-type: none"> – Management of the Accountant, Assistant Accountants and Accounts and Payroll Officers to administer employee files and records in order to ensure accurate payment of benefits. – Manage the payroll function and procedures, coordinate, process, monitor and report attendance records. – Review preparation of monthly Instalment Activity Statements and lodgement of statements.
ACCOUNTS PAYABLE & RECEIVABLE	<ul style="list-style-type: none"> – Maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all monies. – Internal Audit of reconciliation of accounts payable/receivable. – Prepare journal summaries. – Manage the effective processing of invoices by the Accounts and Payroll Officers.
STAFF MANAGEMENT	<ul style="list-style-type: none"> – Develop and sustain employees' commitment to the business vision and policies. – Manage and conduct the performance appraisal of direct reports, including at the expiry of probation periods. – Manage compliance with organisational policies and procedures and implement changes as required. – Manage a safe and healthy workplace environment. – Work within a legal and ethical framework. – Facilitate regular team meetings. – Meet regularly with each employee to discuss professional development opportunities, mentoring, career pathways and areas of concern in their work plans and monthly reports.
MEMBER SUPPORT	<ul style="list-style-type: none"> – Provide support to Member Services in relation to financial management and risk management as part of a coordinated response.
CORPORATE SERVICES WORK GROUP	<ul style="list-style-type: none"> – In the absence of the Executive Manager – Corporate Services manage the day to day operations of the Corporate Services Work-Group in line with the organisation's Delegation Policy and Procedure.

QUALITY MANAGEMENT SYSTEM (QMS)	<ul style="list-style-type: none"> – Actively participate in the organisation's QMS (LOGIQC). – Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed. – Demonstrate leadership and commitment to promote continuous quality improvement initiatives, give assurance that the quality objectives are measured and ensure the QMS achieves intended results by engaging and supporting employees to contribute to the effectiveness of the QMS.
OTHER	<ul style="list-style-type: none"> – Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values. – Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture. – Attend and participate in professional development activities including workshops and training as required. – Attend and participate in Employee Development Days. – Participate and comply with all Work Health and Safety responsibilities as per the <i>Occupational Safety and Health Act 1984 (WA)</i>. – Identify and assist to reduce Work Health and Safety hazards and risks. – Follow the reasonable direction of Work Health and Safety representatives.

POSITION KEY PERFORMANCE INDICATORS

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisations performance development framework.

KEY RESULT AREA	KEY PERFORMANCE INDICATORS
FINANCIAL REPORTING	<ul style="list-style-type: none"> – Timely and accurate preparation of financial reports in accordance with funding and legislative requirements. – Preparation of Annual General Purpose Financial Statements for audit; ensuring all regulatory and legal compliance requirements are met.

FINANCIAL MANAGEMENT & COST CONTROL	<ul style="list-style-type: none"> – Implementation of an effective financial management strategy. – Effective implementation of relevant cost control measures. – Effective maintenance of all finance policies, standards, and guidelines.
STAFF MANAGEMENT	<ul style="list-style-type: none"> – Lead, support and direct staff to work towards the achievement of the Work Unit's strategic objectives in a highly efficient and effective manner.

COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

JOB SPECIFIC COMPETENCIES

QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

ESSENTIAL:

- Certified Professional Accountant (CPA) or Chartered Accountant (CA) with at least 3 - 5 years post qualification experience as a Finance Manager or Senior Financial or Management Accountant.
- Experience supervising, directing and supporting a team.
- Strong written communication skills with the ability to draft correspondence, edit documents and write instructional information.
- Strong interpersonal and verbal communication skills with the ability to communicate with clients and external visitors, managers and staff at all levels and present a professional image.
- Demonstrated experience with FBT, GST, Payroll and Income Tax.
- Demonstrated competence in the use of MYOB and other accounting software.
- Advanced computer literacy skills and competent in Microsoft Office Suite, specifically Excel and accounting software principles.
- Sound understanding of accounting standards, legislative and other reporting requirements for incorporated associations.
- Good time management skills with the ability to effectively plan, organise and coordinate own workload.
- Demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.

DESIRABLE:

- The person is of Aboriginal and/or Torres Strait Islander descent and is acknowledged as such by their community.

PRACTICAL REQUIREMENTS:

- A current Western Australian driver's license and willingness to drive is essential.
- Some work out of normal hours of duty will be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences may also be required.

ACKNOWLEDGMENT AND ACCEPTANCE BY APPOINTED EMPLOYEE
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I certify that I have read and understand the responsibilities assigned to this position.

Employee Name	
Signature	
Date	