

<b>Position title</b>	Financial Controller	<b>Reference</b>	
<b>Award &amp; Classification</b>	Above Award	<b>Tenure</b>	Permanent
<b>Hours</b>	76hrs fortnight	<b>Reporting to</b>	Executive Manager Corporate Services
<b>Location</b>	Winnellie	<b>Program</b>	Finance
<b>Section</b>	Corporate Services	<b>Cost Centre</b>	0070
<b>Approved</b>	Chief Executive Officer	<b>Date</b>	11/08/17
<b>Reports</b>	Management Accountant and Financial Accountant report into this role.		

## AGENCY STATEMENT

Anglicare NT is a respected provider of quality human services across urban, regional and remote areas of the Northern Territory. Our motto Respect Fairness Community is demonstrated through our commitment to strength-based practice, cultural respect, child safety, social justice, community development and partnerships. We aim to make a sustainable difference in the lives of Territorians. Anglicare NT is an agency of the Anglican Church of the NT, formed to respond to the social needs of our diverse communities. We are a member of the Anglicare Australia network.

## PURPOSE OF THE POSITION

As Financial Controller you will lead the Finance Team in providing efficient and effective finance services that support Anglicare NT's operational capacity and supports and makes a contribution to the strategic goals of the organisation. This role reports to the Executive Manager Corporate Services for all operational matters and will be required to respond to requests made by the CEO and Board.

The Financial Controller will be committed to the mission and embody the values of Anglicare NT and support core business by providing service, guidance and advice on financial matters.

## POSITION SPECIFIC REQUIREMENTS AND QUALIFICATIONS

1. Bachelor degree in accounting, commerce, economics or other related discipline.
2. CPA / CA.
3. A minimum of five years management experience in a finance related role.
4. Northern Territory Working with Children Clearance (Ochre Card)
5. National Police Criminal History Report (less than 3 months old) with acceptable outcome
6. First Aid Certificate or willingness to obtain within 3 months
7. Northern Territory Drivers Licence

## KEY SELECTION CRITERIA

1. Senior management experience in financial management for a medium sized organisation.
2. Exceptional problem solving and analytical skills.
3. Demonstrated highly developed leadership and interpersonal skills.

4. Strong oral and written communication skills.
5. Proven record of leading projects and achieving deliverables within deadlines.
6. A good understanding of current Risk Management and Quality Improvement practices.
7. A demonstrated commitment to working respectfully with Indigenous and culturally and linguistically diverse clients, communities and staff
8. Demonstrated capacity and willingness to adhere to legislation, Anglicare NT policies and procedures and a commitment to EEO, WHS, Risk Management and Quality Improvement practices.

## **KEY ACCOUNTABILITIES AND RESPONSIBILITIES**

### **Team Leadership and Development**

1. Ensure the finance team has appropriate skills and resources to support all requirements of programs and to support Anglicare NT to deliver on the goals of the strategic plan.
2. Put in place an annual training and development plan for team members through the Employee Review and Development process and assist team members in reaching their potential.
3. Ensure a team environment which is supportive, open to change and transparent and where learning and growth are encouraged.
4. Maintain a team committed to the on-going provision of high quality financial services and strategic advice to the organisation.
5. Manage the communications between the team and the organisation as a whole, ensuring that appropriate procedures are in place to facilitate customer service that is consistent, timely and accurate.

### **Operational Planning**

1. Participate in the formulation of the Corporate Services operational plan and create an activity plan for the Finance Team that reflects the outcomes of the organisational business plan and the Corporate Services operational plan.
2. Provide quarterly reporting on the progress of the finance teams' activity plan.

### **Budgets and Reporting**

1. In consultation with the Executive Management Team (EMT), prepare Operation and Capital Budgets each year for the EMT and the Board in line with the agreed annual timetable.
2. Review the budgeting process and create an annual timetable for Operations and Executive Managers for all budget related activities, including monthly reporting allowing adequate time for management review and adjustments.
3. Review and improve the clarity, layout and accuracy of the monthly budget and finance cost centre reports in consultation with Executive and Operations Managers and members of the finance and payroll teams.
4. In consultation with Executive Managers, create timely and accurate finance reports for managers, the EMT, the finance committee, ARMC and Board.
5. Responsible for the delivery of all regulatory financial reporting requirements including;
  - Funding acquittals
  - ATO returns including BASs, FBT, FBT return,
  - Fund raising return
  - ACNC return
  - APRA return
6. Assist in tender preparations, project costing and other activities that require financial consideration.

## **Financial policies, procedures and process improvement**

1. Proactively work on process improvement in collaboration with the other Corporate Services teams and in consultation with the Executive Managers to deliver efficient and quality financial services for the organisation.
2. Oversee the implementation of the electronic invoicing and purchase order system Concur and embed it into the organisation business as usual processes.
3. Maintain and improve the accounting system so that it meets the needs of users, is integrated with other IT applications and strengthens internal controls.
4. In consultation with all stakeholders review the finance system and identify and implement a solution that improves the accuracy, efficiency and end user experience in terms of budgeting and monthly and end of year reporting. Implement the business intelligence software to improve transparency and timeliness of reporting.
5. In consultation with all stakeholders review and manage finance policy framework including financial policies and organisational wide finance procedures. Oversee the continual improvement and review of operational procedures used daily within the finance team. Make recommendations in regards to high level policies such as the delegations policy and guidelines.
6. Create training for staff in finance systems and budgeting.

## **Treasury and Cash Management**

1. Oversee cash planning to maintain an appropriate, but not excessive level of cash to fund the operating activities of the business.
2. Maximise the value of working capital through appropriate short term investment strategies.
3. Manage the funding of business capital requirements.
4. Oversee the review of the investment portfolio and ensure compliance with the Board approved investment strategy and regulatory liquidity requirements.

## **Technical Skills and Knowledge**

1. Provide Technical advice to the business on key accounting and tax issues.
2. Instruct external advisors for specialised advice when required.
3. Maintain professional knowledge including future developments in tax legislation and standards that may impact the business.
4. Manage new IT finance system upgrades and implementations including change management for staff.

## **Financial Analysis and Tender Costing**

1. Responsible for the costing of funding tenders to ensure services are appropriately funded in a sustainable way.
2. Responsible for delivery of financial modelling and analysis of major project proposals for the presentation to the Audit and Risk Committee.

## **Asset and Contract Management**

1. Ensure contracts are current and new contracts are reviewed before signing.
2. Ensure contracts are managed in accordance with the Delegation of Authority policy.
3. Insurance policies are current and adequately cover the organisation's assets, Director liability and public liability.
4. Oversee the assessment and renewal of all of Anglicare NT's insurances.

## **Audit and Risk Management**

1. Oversee and coordinate Anglicare NT's risk management program.
2. Oversee and manage Anglicare NT's internal and external financial audit program.

## **OTHER DUTIES AND REQUIREMENTS**

- Comply with Federal, NT and Local Government legislation, regulations, permits and/or by laws.
- Adhere to Anglicare NT Policies and Procedures and general conditions of employment.
- Model Code of Conduct behaviours by working cooperatively and effectively with colleagues and other staff
- Comply with funding contracts, operational guidelines, approved work plans, reporting requirements or task directives.
- Adhere to budgets, delegation levels and administrative and data collection and entry duties, ensuring procedural requirements are met in a timely manner.
- Comply with Anglicare NT's WH&S requirements; whilst also remaining vigilant in relation to any client/customer related behavioural risk and contribute to maintaining a safe work environment.
- Maintain confidential client, personnel and organisational information in line with legislative and organisational requirements.
- Work collaboratively with the Team to address service improvement requirements resulting from client complaints, stakeholder feedback and/or internal or external evaluation processes.
- Participate in organisational communications and development systems such as email, staff meetings, planning & review days, quality assurance and organisational promotions and events as required.
- Actively participate in supervision, performance reviews, professional development activities and training as required.
- Maintain time and attendance leave and higher duty records in accordance with Anglicare NT's procedures and lodge within specified timeframes for each pay period.
- Other suitable duties as may be directed from time to time

## **DELEGATION OF AUTHORITY**

- Expenditure, Operational/Administrative, Personnel, Management and Legal – as per current Delegation of Authority Document (this is endorsed by the Board and periodically updated).