



Lutheran Community Care

## POSITION DESCRIPTION

<b>Position:</b> Finance Manager – Operations	<b>Service:</b> Support Centre
<b>Department:</b> Finance	<b>Updated:</b> June 2017
<b>Conditions:</b> Individual common law contract, full time	

### Purpose of the role

The Finance Manager – Operations, working closely with the Chief Financial Officer, the Director – Aged Care Operations and the Director – Community Services, will be responsible for the management of LCC's services financial operations including financial reporting and analysis, budgeting, processes and controls and financial opportunities and risk assessments.

### Operating environment

This position is located in Milton in the Support Centre of Lutheran Community Care (LCC), a respected not-for-profit organisation providing services in the fields of aged care, disability, family support, youth support and chaplaincy in Queensland.

### Reporting Relationships

The role reports to the Chief Financial Officer. This position will support the Chief Financial Officer, Director – Aged Care Operations, Director – Community Services and LCC's Service Managers along with the finance team and broader organisational finance function. This role forms part of the senior finance team, collaborating on whole of organisation finance projects from time to time. This position will have direct management of four operations accountants.

### Major Responsibilities

Within the policies established by LCC and working in collaboration with relevant managers and employees, the occupant of this position will be responsible for the following:

- Identifying and understanding key operational financial drivers and, where necessary, developing, implementing and driving financial and operational change.
- Preparation, coordination and oversight of services financial reporting including:
  - Synthesis of financial information and executive level written reporting
  - Reporting and analysis of key operational drivers and contributors using financial and operational performance indicators and benchmarking
  - Oversight of services capital expenditure and major project reporting
  - All aspects of operational financial, audit and compliance reporting
- Proactively identifying and assessing opportunities and risks including:
  - Business opportunities identification and assessment including activity/unit costing & pricing, business case development and recommendation/implementation
  - Market and industry evaluation, movements and trends
  - Financial assessment and modelling for services investment and growth opportunities



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- Proactive identification of presenting and emerging financial risks, including development and implementation of solutions and mitigation strategies
- Management of services budgeting and forecasting processes
- Contribute to the ongoing implementation of a finance shared services platform across the organisation
- Other project and miscellaneous duties as required

In fulfilling the responsibilities of this role some travel may be required.

### **Qualifications and experience**

The successful applicant will hold ACA or CPA full membership and have several years' relevant experience. The successful applicant must have proven ability to synthesise detailed data and information into executive level reporting and commentary, be proactive in identifying and assessing business and financial opportunities, have a strong continuous improvement focus and strong all round finance knowledge, skills and demonstrated experience. This role is required to be able to demonstrate a strong customer service ethic and excellent communication skills.

The incumbent may be required to provide information in relation to pre-existing medical conditions or injuries relevant to this position and submit to a pre-employment medical.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organisation.