



Job Description

Section	Nyangirru Piliyi-ngara Kurannta – Corporate Services Section		Work Unit	Programs
Job Title	Financial Manager		Level	9.1 – 9.5
Job Type	Full Time		Duration	Reliant on ongoing funding
Salary	\$108,835 - \$130,394		Location	Tennant Creek
Position Number	CSS 36	Budget	CSS	Closing
Contact	Anastasia Power (HR Officer) 08 89 6252 633			
Position reports to	Corporate Services Section Manager.			
Information for Applicants	Applications must be submitted Online via Anyinginyi Website. Alternatively provide a one-page summary sheet and attached detailed resume/cv and response to the Selection Criteria. All applications to be sent to hr@anyinginyi.com.au Confirmation of employment is dependent on the outcome of successful application for an Ochre Card/ Working with Children's Card.			
Hours of Work	Monday – Friday, excluding public holidays. 8.00am – 4:30pm			
Special Measures	Not applicable to this vacancy.			
About Benefits	Salary packaging up to \$15,899.94pa, Subsidised accommodation for candidates from outside of the Barkly region, 6 weeks annual leave, Free employee gym membership; Free employee General Dentistry (Laboratory work to be paid by employee) Free prescriptions.			

OUTLINE OF POSITION OBJECTIVES

Reporting to the Executive Manager Corporate Services, the Finance Manager has primary responsibility for planning, implementing, managing and delivering the finance activities of the organisation, including business planning, budgeting, forecasting and compliance. The position will lead a team of 4 staff and provide management and the Board with high level information and assistance to make sound business decisions to meet strategic objectives.

The position is required to pro-actively build the skills of their team and the financial management skills of all Executive Managers and employees who manage programs and budgets. The Financial Manager is to ensure and maintain robust and transparent financial management accountable to the Board, our members and funding bodies.



DUTIES

1. Oversee the operations of the finance team, set goals and objectives, and design a framework for these to be met through internal monthly, quarterly and yearly compliance schedules
2. Oversee Anyinginyi's finance and tax obligations including preparation and lodgement of BAS, Superannuation, PAYG and any other external tax compliance obligations liaising with external tax specialists where necessary.
3. Ensure that Anyinginyi's Salary Packaging (outsourced) and payroll is compliant with the *Fringe Benefits Tax* exemptions for Public Benevolent Institutions.
4. Build the knowledge and skills of finance team members in accounting.
5. Provide monthly financial reports and interpret financial information to managerial staff
6. Oversee the timely preparation of financial reporting due to funding bodies under our funding agreements
7. Manage the preparation of the Anyinginyi's global and program budgets.
8. Prepare detailed reports for the Board of Directors on the financial performance and management of the organisation
9. Oversee the operation of the fixed asset register, depreciation and cycling of assets through an asset replacement plan
10. Advise management and the Board on strategic financial decision-making to support the future financial sustainability and innovation of the organisation
11. Work with the Executive Manager, Corporate Services to review and improve financial policies and procedures within the organisation
12. Conduct reviews and evaluations for cost-reduction opportunities.
13. Liaise with auditors and external accountants to ensure appropriate monitoring of organisational finances is maintained.

In the course of duty, the Finance Manager will be exposed to highly confidential and sensitive information, and so requires a highly professional code of ethics and commitment to the maintenance of confidentiality.



SELECTION CRITERIA

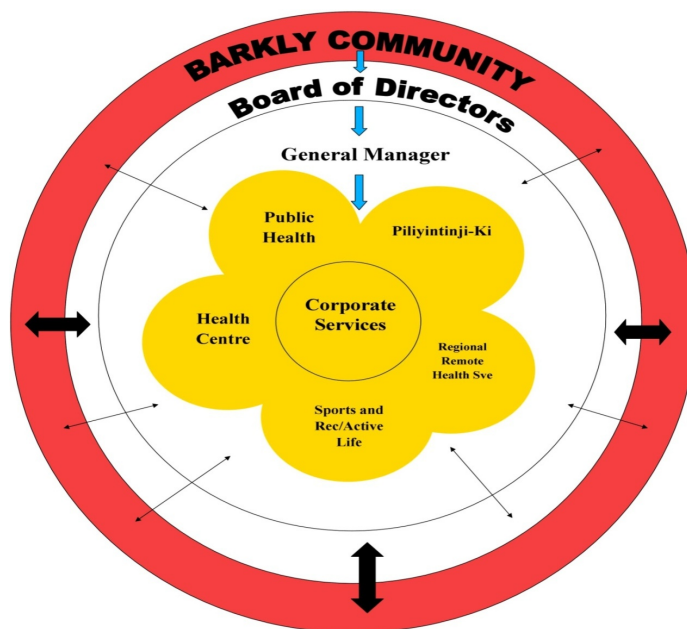
Essential

1. Knowledge and understanding of Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal and Torres Strait Islander people in the Northern Territory
2. Respect for traditional Aboriginal culture and cultural diversity and the ability to communicate effectively and sensitively with Aboriginal/culturally diverse people.
3. Knowledge and understanding of the core functions and services provided by Anyinginyi and an appreciation of the link between this understanding and improved financial management.
4. Proven experience as a Financial Manager, experience in not-for-profit accounting is desirable.
5. Current or prior registration as a Tax Agent with the Tax Practitioners Board (TPB)
6. Proven experience in:
 - Financial and grant acquittal reporting
 - Preparation and lodgement of BAS, PAYG and other tax compliance obligations
 - Maintaining a fixed asset register
7. Advanced computer software skills in Excel and with key finance software platforms such as Xero, SAP, TechnologyOne and other ERPs.
8. Strong interpersonal, communication and presentation skills.
9. Experience mentoring and supporting supervised staff as well as monitoring and addressing issues in staff performance
10. Graduate or post-graduate qualifications in Finance, Accounting or Economics
11. Professional qualification such as CA/CPA
12. Current NT Motor Vehicle License or the ability to obtain one.
13. Be in possession of or have the ability to obtain an OCHRE Card (Working with Children)



Organisational Overview

Governance Model



In line with the Pathways to Community Control “...Community Control requires communities and their organization to possess both the understanding of and the ability to apply the knowledge and competence on which sound engagement is built. It also depends on the capability of government organizations and structures to understand and find new ways of working that responds to community’s calls for greater levels of engagement.” (Page 9, Pathways to Community Control)

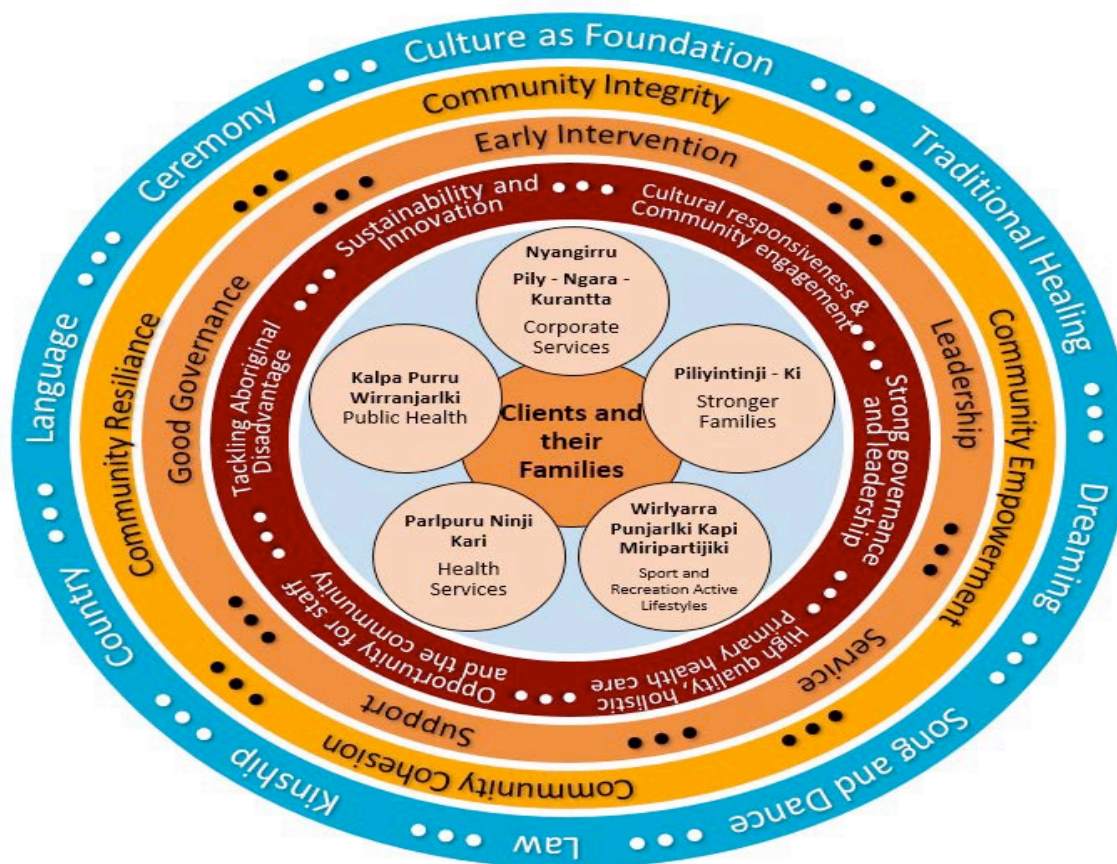
The Anyinginyi Governance Model illustrates how the Barkly community, Anyinginyi Board of Directors, the General Manager and the Anyinginyi Sections are integrated and work collaboratively serving the needs of their clients.

The border of the Model represents the Barkly region. The Barkly community representatives are elected to the Anyinginyi Board of Directors situated in the Model’s inner rim. The business of the corporation is managed by or under the direction of the Board of Directors. The Directors may exercise all the powers of the corporation except any that the CATSI Act or the Anyinginyi Rule Book requires the corporation to exercise in general meetings.

The General Manager over sees the everyday operations of Anyinginyi as an entity. Each highlighted Section is managed by individual Section Manager to guide and direct the programs of each section and oversee the management of employees.

The arrows within the Governance Model represent how services are utilised. There are various ways that clients or individuals can access Anyinginyi Services for example:

- Community people accessing our services – on a need’s basis
- Anyinginyi representatives from their individual sections going out and providing an outreach service to the community/communities or promotion of programs

**Primary Health Care Delivery Model**

Anyinginyi Health adopts a social community development approach to delivering primary health care ensuring Aboriginal people have the right to affordable, accessible and appropriate health care. Primary Health care has a broad focus on the social conditions and environment rather than just health care service. Anyinginyi Health holistic approach is based on social justice, equity, community inclusion and social acceptability broadly linked with the social determinants of health.

The integration of preventative measures through public health awareness, education, health promotion and community development are key to community capacity build and to empowering Aboriginal individuals, families and community accepting self-responsibility for health and wellbeing. When managing Aboriginal client care the three components of family, community and culture are intrinsic to good health outcomes.

The model recognizes the strong role Culture and Cultural Authority plays in a holistic approach to good health and well - being. The model respects the diverse cultural leadership structures and cultural identities of Aboriginal people, families and clients. Culture sets the foundation for Anyinginyi to strive to be compliant with maintaining cultural respect and ensures the principles of cultural responsiveness are considered in the design & implementation of health care.

Our model integrates Primary Health Care best practice and Cultural best practice – this is how we do business.