

# Position description

Finance, Systems and Admin Manager	
Department:	MidCoast Assist
Reports To:	Manager MidCoast Assist
Location:	Forster
Grade:	12
Employment status:	Permanent, 35 hours per week

## Our Purpose

We support individuals to lead the lives they want and stay connected with their community. We deliver quality ageing and disability services across the MidCoast Region.

## Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing: we value safety, security, health and happiness

Integrity: we are open, honest, accountable and take pride in all we do

Sustainability: we use efficiencies, innovation and cooperation to achieve sustainable results

Respect: we work together respectfully ensuring inclusion, equality and open communication

## Position Overview

The Finance and Systems Manager leads a team responsible for business development, client and participant intake, financial processing and systems. The role is a member of MidCoast Assist's Leadership Team.

## Key Accountabilities & Duties

- Leadership and management of MidCoast Assist's Finance, Systems and Admin Team.
- Provide accurate and timely financial and business analysis to the Leadership Team to support strategic and operational decision making. This includes the development and maintenance of unit costing models.
- Support the delivery of quality services to MidCoast Assist's clients and participants.
- Work collaboratively with Council's Finance Department to ensure sound management of MidCoast Assist's finances and systems, including continuous improvement of financial processes and procedures.
- Adhere to all relevant Council policies and procedures.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

## Selection Criteria

1. Degree level qualifications or above in Finance, Business Administration, Accounting or a related field.
2. High level financial management and financial analysis skills.
3. Experience in the management of a team responsible for financial processing and systems, preferably in the community services sector.
4. Demonstrated ability to lead business improvement initiatives.
5. Excellent communication and interpersonal skills.
6. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
7. Knowledge of the Home Care/Ageing and Disability sectors, including relevant legislation, and an ability to lead a team through change.
8. Current Class C Drivers Licence and Criminal History Check or ability to obtain within a short timeframe.

## Acknowledgement

I have read, understand and accept this document.

Employee signature:	Date:
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