

POSITION DESCRIPTION

Position	Finance Manager
Reports to	Senior Finance Manager
Direct Reports	6 – Accounts Officers
Status	Full time
Location	Based at Preston

BACKGROUND

The Victorian Aboriginal Child Care Agency (VACCA) is the largest organization of its kind in Australia. VACCA is an Aboriginal community-controlled organization that supports and advocates for the Aboriginal community. Our strength lies with our people. Our team is committed to the organisation's vision and values; advocates for our children and other vulnerable community members; and shows respect for, observance and compliance with Aboriginal cultural protocols, practice and ceremony. Our Aboriginality is what distinguishes us from mainstream services and what enables us to deliver the positive outcomes we achieve for our people.

VACCA employs over 600 staff and delivers more than 70 programs across the state. VACCA's experience and expertise in the delivery of therapeutic interventions are underpinned by culture, connection, and healing. VACCA designs, develops and delivers programs with self-determination and an understanding that the intergenerational trauma experienced by our community requires intergenerational and community healing. Through Cultural Therapeutic Ways VACCA is implementing a whole of agency approach to guide VACCA's practices of healing for Aboriginal children, young people, families, community members and carers who come into contact with our services, as well as creating a safe and supportive workplace for staff.

Central to VACCA's work is the importance of connection to family, community, and culture as essential to Aboriginal children's safety, stability and ensuring that they have an ongoing sense of belonging. As Victoria's largest Aboriginal child welfare agency, VACCA plays a key role in the process of transitioning the care and case management of Aboriginal children from government and non-Aboriginal organisations to Aboriginal community-controlled organisations.

OUR VISION

Aboriginal self-determination - Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

PROGRAM AREA

The Corporate Services area leads, and is accountable for, development and management of VACCA's internal infrastructure and business functions in a manner that provides a platform for best practice service delivery and organisational growth. It is instrumental in supporting VACCA programs and services to meet the aspirations of the organisation, the Aboriginal Community, and the expectations of our funding bodies. The Corporate Services team supports the shared effort of approximately 620 staff working out of multiple sites and is specifically responsible for:

Leadership in:

- Financial management
- Human resources management including payroll and OH&S
- Information technology management
- Information management including records management
- Asset management, including contract management, and fleet management
- Risk management and governance

POSITION SUMMARY

The position provides high quality, professional and efficient financial, accounting, funding and general support to the Finance Dept within Corporate Services of VACCA, that contributes to the effective and efficient functioning of the organisation and provide a quality service to all stakeholders.

Specifically, the position of Finance Manager is responsible for managing the Accounts function within the Finance Dept, together with assuming shared responsibility for Accounting and Finance function, in accordance with policies, procedures and accounting standards.

The position is the second in charge in the Finance Dept, supporting the Senior Finance Manager in management of the organisation's accounting and finance functions.

KEY RELATIONSHIPS

Internal: VACCA Finance staff, other Corporate and Client Staff, including Corporate Services Managers and Client Services Managers

External: External Suppliers, External Agencies, External Auditors

KEY SELECTION CRITERIA

The successful applicant will possess:

- Demonstrated understanding of, and commitment to, the values that underpin VACCA' vision and purpose and the capacity to take a leadership role in championing these internally and externally



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- Demonstrated awareness and appreciation of Aboriginal societies and cultures, and commitment to continually build knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities.
- Demonstrated excellent interpersonal skills and ability to communicate sensitively and effectively with staff, suppliers and clients, and to work cooperatively within a team
- Demonstrated ability to lead and manage employees/ accounts payable team.
- A sound understanding of internal control procedures pertaining to financial systems, and to maintain the integrity of all financial systems.
- Advanced IT and finance software skills
- Ability to prioritise tasks and work to deadlines, to work independently and to work with a high standard of ethical behaviour
- Display high levels of judgment and capacity to provide creative, innovative and practical recommendations to financial problems and client service issues.

ESSENTIAL

- Formal tertiary qualification in Accounting or Business is required
- Membership of Accounting Professional Body is required

REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence, a current employment Working with Children Check card and a National Police Check.
- Current COVID-19 vaccination (minimum one dose, prior to commencement)

POSITION ACCOUNTABILITIES

MANAGE ACCOUNTS FUNCTION

- Manage the accounts function, and the Accounts team, within the Finance Dept
- Ensure technical, resourcing, timeline and workflow requirements are achieved
- Ensure reconciliations are completed and accurate
- Manage creditor trade facilities
- Ensure training is sufficient and available for Accounts staff to undertake their duties
- Ensure debtor receipt and settlement

FINANCE AND ACCOUNTING

- Manage the Finance and Accounting function for specific regions, including budgets and financial reporting
- Analyse and process month end and year end journal entries
- Assist in the maintenance and reconciliation of general ledger
- Provide technical support in implementing new accounting standards to ensure compliance
- Develop and support automation and efficiencies in finance system processes and protocols
- Support the maintenance of internal controls to ensure smooth operation of the finance function

ASSIST THE SENIOR FINANCE MANAGER TO



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- Prepare and collate annual financial program budgets
- Prepare and collate month end and year end accounts
- Provide support in managing Head office and Regional Accountants
- Provide support to other Finance staff in ensuring that all accounting requirements are completed each month
- Assist with other accounting and finance projects

PROGRAM SUPPORT

- Provide ongoing advice and direction to managers and other staff in functional areas
- Provide support to finance staff, and Client Services staff

PROFESSIONALISM

- Prioritises work, demonstrates an understanding of organisational, team, individual and stakeholder priorities, and ensures key requirements are met
- Adheres to professional boundaries and supports others to understand and apply standards of practice which are aligned to organisational values and VACCA's Code of Conduct
- Applies judgment and discretion to all duties

TEAMWORK AND COMMUNICATION

- High level of written and oral communication skills, in relation to finance and accounting concerns
- Participates and supports effective working relationships within the Finance team in a culturally respectful way
- Demonstrates self-awareness and self-management in communications, problem solving and conflict resolution within a cultural context
- Encourages and communicates clear, culturally appropriate, respectful and consistent messages to
- Assist in the continuation of VACCA's vision and strategic directions with regard to Finance

Any other duties and projects that are reasonably expected and belong within the scope of this position.

GENERAL

- Liaise extensively with relevant Corporate Services staff to ensure open communication on all issues.
- Assist in implementation of new procedures to ensure compliance with VACCA policies
- Actively participate and contribute to audits, team meetings and training

HEALTH, SAFETY & WELLBEING

- Regular travel is not required for this role
- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day-to-day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of internal policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

OTHER

- Generate general and specific communication to stakeholders via effective and timely use of Staff Bulletin, intranet, forums and other opportunities as they arise.
- Participate proactively in team project initiatives
- Support other team members in periods of high demand and during periods of absence.
- Participate in project groups and attend events such as employment expos from time to time
- Undertake other duties as directed

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.