

Manager, Finance, Vinnies Services

Position Description

Directorate:	Finance and Corporate Services
Reports to:	Executive Director, Finance and Corporate Services
Direct reports:	Nil
Location:	Flexible within any of the Society's main metropolitan or regional offices across NSW.
Primary position objective:	<p>Provide strategic and operational advice to Vinnies Services senior leadership to drive improved financial decision-making and business performance through effective business partnership.</p> <p>Note: The provision of strategic and operational financial advice to the Local Area Coordination program is not supported by this role.</p>

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Finance and Corporate Services directorate. The teams within the directorate and their functions are:

Information and Communications Technology: this team is responsible for state-wide ICT strategy, ICT project management, design and implementation of new ICT systems (e.g. CRM, Business Intelligence), ICT service desk, and cybersecurity.

Finance and Accounting: this team is responsible for state-wide finance policies and procedures; finance shared services (accounts payable, accounts receivable); treasury and investment functions; financial reporting to external stakeholders; financial strategy and special projects.

Group Financial Planning and Analysis: this team is responsible financial budgeting, forecasting and reporting; targeted financial analysis for senior management; strategic and operational advice to senior leadership to improve financial decision-making and business performance; and financial business partnership. The Finance Manager roles embedded in Vinnies Services and Commercial Enterprise, Fundraising and Communications directorates sit with this team.

Corporate Services: this team is responsible for state-wide property management; facilities management; procurement; and fleet.

Accountabilities and responsibilities

The Manager, Finance, Vinnies Services will:

- Ensure the successful implementation of the Strategic Plan within the Finance and Corporate Services directorate.
- Be the primary point of contact for all Finance matters for the Executive Director, Vinnies Services and other senior leaders in the directorate.
- Deliver strategic financial analysis and advice for projects in Vinnies Services, liaising closely with the Manager, Group Financial Planning & Analysis and the broader Finance & Corporate Services team for resourcing support and input.
- Identify and communicate operational performance, needs and business risks for Vinnies Services to the Executive Director, Vinnies Services, Directors of each service area and Finance & Corporate Services teams.
- Ensure the consistency and integrity of financial reporting and other finance processes across all regions served by Vinnies Services.
- Prepare monthly financial reporting and analysis, the preparation of the annual budget and reporting of variances against monthly and annual budgets for Vinnies Services.
- Manage government funding acquittal process for Vinnies Services.
- Prepare value add reporting and analysis as directed by the Executive Director, Vinnies Services.
- Escalate financial performance risks related to any of Vinnies Services programs and/or services to the Executive Director, Vinnies Services in a timely manner.
- Ensure a safe working environment for staff, members and volunteers by implementing the Society's workplace health and safety practices.
- Ensure that effective risk management protocols and procedures are in place to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- Provide high quality and timely performance information and insights to the Vinnies Services Senior Leadership Team.
- Track and report income from government agencies, trusts, foundations.
- Monitor the financial sustainability and viability of the Vinnies services portfolio, excluding the Local Area Coordination program.

Key working relationships

In addition to the Executive Director, Finance and Corporate Services and other managers and directors within this directorate, this position will foster close working relationships with:

- Directors and managers (Vinnies Services);
- Manager, Data and Reporting (Strategy and Governance);
- Manager, Remuneration (People and Culture);
- Manager, Group Financial Planning and Analysis (Finance and Corporate Services).

Essential criteria

Critical capabilities

There are nine capabilities expected of all people in all roles at all levels across the Society. The level of capability required for this role is outlined below:

- **People we Serve Centric:** (Level 3) Manage the delivery of high-quality services that provide a hand up for the people we serve.
- **Values Based Leadership:** (Level 3) Manage teams and areas of work to align to the Society's mission, vision, values and lay Catholic heritage.
- **Impact Focus:** (Level 3) Manage the delivery of positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 3) Manage collaboration with Conferences, directorates and teams to create opportunities, solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change Leadership:** (Level 3) Manage and mobilise resources to deliver change.
- **Team Performance:** (Level 3) Manage and develop individuals and teams to deliver against Society's strategic priorities.
- **Digital Engagement:** (Level 4) Promote digital engagement of virtual, dispersed stakeholders to maximise efficiency and effectiveness.
- **Innovation and Improvement:** (Level 4) Promote and enable innovative approaches to service delivery and ways of working.
- **Financial Acumen:** (Level 4) Lead the design and delivery of programs and services that ensures the financial sustainability of the Society.

Role-specific criteria

- Relevant tertiary qualification/s in accounting or similar discipline.
- Membership of a professional accounting body (CPA or CA).
- Demonstrated ability to combine financial information with deep understanding of the levers of operational service delivery to distil relevant insights to improve operational performance.
- Demonstrated ability and expertise in strategic financial management, budgets and corporate finance.
- Experience with using large Accounting Software packages Great Plains or similar.
- Demonstrated ability to review and analyse business data and analytics to enable effective reporting and decision-making on operational performance.
- Proven ability to meet tight timeframes, manage workflows and multiple projects
- Excellent interpersonal and relationship management skills, with a proven ability to collaborate effectively with internal and external stakeholders.

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.
- Experience with or exposure to accounting issues in the not-for-profit sector.
- Demonstrated understanding of the financial performance levers associated with community and/or human service delivery and volunteer services.