

Regional Support Coordinator - South

Position Description

Directorate:	Finance
Reports to:	Group Financial Controller
Direct reports:	NIL
Location:	Flexible within the South region – Wollongong or Wagga Wagga office location.
Primary position objective:	Working in collaboration with Accounts Officers, coordinate and manage Region finance and accounting functions and processes by providing local specialist knowledge to support the effective and efficient operation of the Society.

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

Directorate overview

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

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.

Property and Facilities: this team is responsible for state-wide property management and facilities management

Procurement and Fleet: this team is responsible for procurement; and fleet.

Payroll: this team is responsible for organisation wide payroll.

Accountabilities and responsibilities

The Regional Support Coordinator will:

- Contribute to the successful implementation of the Strategic Plan within their team.
- Working closely with Accounts Officers, coordinate the financial accounting functions of the Region to ensure compliance and effective management of financial resources.
- Prepare and distribute timely and accurate reports to Conferences, Central Council meetings and tailored products.
- Oversee the Food Voucher register reconciliation, ordering and distribution.
- Assist and provide guidance from a Region perspective to the budgeting process.
- Manage and monitor local fixed assets including management of the asset register.
- Support the Accounts Payable function including approvals, cheque signings and oversight of donations fundraising and special projects.
- Provide financial support and advice to regional staff and key stakeholders, promoting best practice.
- Manage the main bank account for the regional including daily receipting of deposits, bank charges, bank reconciliations and tailored products invoicing and payments.
- Provide administrative and ad-hoc support to the regions such as managing deposit and receipts books.
- Contribute to a safe working environment for staff, members and volunteers by implementing the Society's workplace health and safety practices.
- Contribute to the implementation of effective risk management procedures to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- Timeliness of approvals, payments, receipting and reconciliations.
- Accuracy of reports and financial statements.
- Effective asset utilisation and productivity.
- Maintenance of professional communications with all suppliers and Society members ensuring that internal and external queries and problems are addressed in a timely fashion.
- Contribution to process improvement initiatives.
- Other KPIs as determined by the Group Financial Controller from time to time and identified in a performance management plan.

Key working relationships

In addition to the Group Financial Controller and their direct reports, the Regional Support Coordinator will foster close working relationships with:

- Manager, Data and Reporting (Corporate Services);
- Manager, Payroll (Finance);
- Manager, Group Financial Planning and Analysis (Finance);
- Region Support Coordinator has no direct reports.

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 2) Enable the delivery of high-quality services that provide a hand up for the people we serve.
- **Values Based Leadership:** (Level 2) Enable individuals and teams to be guided by the Society's mission, vision, values and lay Catholic heritage.
- **Impact Focus:** (Level 2) enable others to deliver positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 2) Enable collaboration with Conferences, directorates and teams to create opportunities, solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change Leadership:** (Level 2) Support others to engage with, and adapt to change.
- **Team Performance:** (Level 2) Motivate and manage individual and team performance and develop their capabilities.
- **Digital Engagement:** (Level 2) Enable and facilitate participation in virtual, dispersed teams using digital tools.
- **Innovation and Improvement:** (Level 2) encourage innovative behaviour to improve existing and new services and ways of working.
- **Financial Acumen:** (Level 2) Enable others to use the Society's resources responsibly and keep expenses within budget.

Role-specific criteria

- Relevant tertiary qualification/s in accounting or similar discipline.
- Experience with using large Accounting Software packages Great Plains or similar.
- Demonstrated ability and knowledge of accounting principles, accounts maintenance, accounts payable, receivable and asset management.
- Demonstrated ability to review and analyse business data and analytics to support 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.
- Membership of a professional accounting body (CPA or CA) desirable.
- 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.
- Demonstrated ability to combine financial information with deep understanding of the levers of operational service delivery to distil relevant insights to improve operational performance.