

## POSITION DESCRIPTION

Position Details	
Position Title:	Finance Manager
Focus Area:	Executive
Location:	Darwin
Classification:	Senior
Reports to :	Chief Executive Officer
Positions under responsibility	None
Hours	Full time 38 hours per week
Date Approved/ Registered:	1 January 2019

Melaleuca Refugee Centre (MRC) provides a range of services to people from refugee backgrounds and migrants arriving into the Northern Territory. These services include settlement services, provision of a Program of Assistance to Survivors of Torture and Trauma and access to a range of community, youth and family services that enable the people we support to experience caring communities.

### THE ROLE

Working collaboratively and collegially as an integral member of the Executive and Leadership teams, the Finance Manager is responsible for all financial matters of the organisation.

At a Strategic level, the position contributes to cross organisational decision based on sound financial knowledge and accounting expertise with a commitment to contractual financial compliance. This includes responsibility for the successful implementation of the organisations Finance Business Plans. As a member of the Executive the position takes shared responsibility across the organisation and demonstrates consistent sound leadership and responsibility that reflects the values of the organisation.

At an operational level, the position manages the day to day finances, book keeping, procurement aspects and accounts of the organisation to ensure financial sustainability.

It ensures appropriate care and governance is in place to meet Melaleuca's objectives, required standards, legislative and compliance obligations, financial /operational efficiencies and effectiveness.

The Finance Manager plays an integral role in supporting the CEO to deliver on the strategic plan, develop productive relationships with senior government representatives, financial institutions, vendors, potential strategic partners, and other key industry stakeholders.

## **DUTIES AND RESPONSIBILITIES**

### **1. Leadership**

- Provide leadership capacity in implementing Financial Operational Plans, decision making and attainment of the strategic objectives that support Melaleuca's Vision, Mission and Values
- Foster an environment where excellence is encouraged, supported, and contributes to the creation of a positive, dynamic and productive organisation that values inclusiveness and diversity.
- Provide leadership, guidance and counsel on financial and corporate service issues enabling best practice within the organisation.
- Actively participate and support continuous quality improvement.
- Establish systems and approaches that supports the CEO and empowers Service Managers to be able to manage budgets and have visibility of program resources, as well as enables them to make informed organisation and service decisions based on fiscal resources.
- Develop, and ensure that an appropriate financial policy framework is in place to guide financial decision making in consultation with the CEO
- Uphold contractual, ethical, organisational and professional standards in the implementation and monitoring of Finance and Corporate services
- Establish financial modelling as required including to assist in the procurement of new grants and funding to grow Melaleuca's services as a leader in the humanitarian services sector

### **2. Financial Management and Corporate Service Delivery**

- Lead the financial management of the organisation including the development of the organisations budget in consultation with the CEO and other Executive Managers who are approved Budget holders
- Track the organisations budget, taking responsibility for identifying trends and risks, as well as raising these with the CEO and Executive Managers who are approved budget holders to ensure sound financial management.
- Monitor, analyse and predict financial impacts to the organisation, as well as recommend options to ensure effective use of funds
- Work closely with the CEO and members of the Executive and organisational management team and provide advice on the likely financial consequences of all proposed courses of action, as well as recommend alternative causes of action to mitigate organisational risk
- Provide financial information and HR reports to executive managers who are approved budget holders to enable them manage their programs resources.
- Establish and implement effective and timely bookkeeping, payroll and accounts functions across the organisation
- Undertake essential functions within approved delegation, inclusive of banking, reconciliations, tracking payments and incoming funds.
- Manage day to day cash flow, monthly and yearly actual & forecast
- Ensure statutory payments (BAS, PAYG & superannuation) are made on time
- Manage the organisation's ATO Integrated Client Account through AUSKEY for BAS lodgements

- Monitor and manage corporate services such as vehicle leases and insurances,
- Directly oversee, manage and monitor Financial Services in accordance with contractual obligations and the organisation's mission, values, policies and procedures.
- Ensure compliance with relevant legislation and regulations for financial management
- Identify organisational financial risk in consultation with the CEO and other members of the Executive.
- Provide professional guidance and advice on financial and corporate services matters and ensures compliance with relevant legislation and regulations all services.
- Plan and manage the cash flow of the organisation and investment activity in consultation with the CEO
- Provide accounting services for use by managers in planning and controlling the work of the organisation, including financial accounting, management accounting, forecasting, budgeting and control systems
- Lead the sourcing of the organisations insurance and worker's compensation as well as other corporate services such as vehicle leases to get competitive rates and to minimise risk
- Provide financial advice to the CEO in relation to the organisation.
- Prepare timely financial reports to the CEO which inform the Board about the organisations financial progress.
- Attend the Board of Management Finance and Audit Committee meetings to speak directly to the finance progress of the organisation.
- Administer any financial management and payroll management systems approved for use.
- Ensure adequate information is provided to approved Auditors to enable successful end of year auditing
- Monitor financial and cost trends; contribute to long-term strategic workforce planning.

### **3. Relationships, Communication and Engagement**

- Contribute to a team culture of internal customer service that works to ensure support of the client services team to deliver positive services to our clients.
- Maintain meaningful relationships with approved key stakeholders
- Proactively support and cultivate cross organisational support and a team approach to service delivery.

### **4. Resource & Workforce Management**

- Lead the Financial stewardship across the organisation and in consultation with the CEO and Executive
- Provide accurate financial information that assists in the resource management of services.
- Monitor and review corporate services data to measure the effectiveness of organisational performance and to ensure compliance with KPIs as well as identifying opportunities for continuous quality improvement.

- Optimise the utilisation of the organisation's assets and resources to support excellence in the delivery of corporate services.

## 5. Administration and Reporting

- Maintain financial records in accordance with legislation and Accounting Standards
- Provide accurate and timely financial reports inclusive of but not limited to:
  - i. Finance Narrative report
  - ii. Monthly Financial Profit and Loss Statements,
  - iii. The Balance Sheet
  - iv. Cash Flow report
  - v. Service financial performance reports
  - vi. Solvency Reports
  - vii. Workforce related reports such as leave accrual reports
- Prepare relevant organizational Reports and annual Statutory Accounts
- Prepare the annual budgets
- Ensure Interim and Final Audits are done on time and satisfactorily to obtain a clean statutory Audit Report to meet requirements of funding organisations ( NT & Federal)
- Prepare financial Reports for Grant acquittals on time
- Work collegially and strategically across organisation in development and writing of funding applications by providing the required financial information
- Preparation of timely reports that meet legislative and internal requirements.
- Preparation of internal reports to CEO.
- Ensure accurate and consistent financial records are maintained in line with Organisation standards and procedures,

## 6. Organisational Maintenance

- Working under Melaleuca's values of client focus, inclusion, accountability and respect.
- Ensure regulatory compliance in relation to Work Health and Safety, in accordance with Melaleuca's safety policies and practices.
- Attendance at training courses and conferences as required.
- Work co-operatively as a member of the Melaleuca team.
- Participate in supervision and debriefing as required.
- Actively contribute to the continuous quality improvement of the organisation
- Attend meetings, training, team building and other forums where relevant.
- Being flexible and moving between programs and offices as required,
- Contributing to agency key performance indicators.
- Being an ambassador for Melaleuca at all times.
- Support a work environment that is free from discrimination, harassment, bullying and refrain from engagement in any activities that may be offensive, humiliating, uncomfortable for; or derogatory towards; other staff or the community.
- Undertake other duties as required

## **SKILLS, KNOWLEDGE, EXPERIENCE, QUALIFICATIONS AND/OR TRAINING**

### **Essential**

1. A minimum of a Bachelor degree in Accounting; a CPA and/or MBA
2. Minimum of 5 years' experience in a senior finance role or equivalent, preferably in a not for profit organisation with a budget of at least \$ 3 million
3. Significant experience in or knowledge of not for profit accounting, including compliance and reporting and knowledge of legal and tax issues related to the not for profit industry
4. Demonstrated interpersonal skills with excellent verbal and written communication skills with the ability to develop effective internal and external relationships at senior level
5. Experience working with finance and accounting software packages
6. Recent experience in Financial Modeling for programs
7. Current valid driver's licence and access to a motor vehicle.
8. Current National Police Clearance and Working with Children Check Clearance.
9. Australian Citizenship, Residency Status or Visa allowing unrestricted work rights.

### **HIGHLY DESIRABLE:**

1. Demonstrated experience working with and providing services to, people from culturally and linguistically diverse backgrounds.
2. Relevant professional registration