

Koorana Child and Family Services - Position Description

Position Title:	Finance Manager
Reporting Relationship:	General Manager Corporate Services
Direct Reports:	None

1. Position Purpose

Koorana works with all children, and is committed to delivering quality early childhood education, intervention and family support services that acknowledge and respect all individuals.

The Finance Manager is responsible for all areas of financial accountability, working collaboratively within Corporate Services and with service managers and staff.

2. Organisational context of the position

Koorana's management structure positions the organisation for ongoing growth and development. The Board of Management is responsible for governance and is legally responsible for Koorana's outputs. The Chief Executive Officer (CEO) is employed to manage the strategic directions of the organisation and to broadly oversee the efficiency of the organisation's major functions. The CEO, General Manager Client Services and General Manager Corporate Services form the Executive Management Team.

The General Manager Client Services supports the CEO by leading all of Koorana's service delivery, supported by two Service Operations Managers, covering

- South West Sydney (SWS) Area of Bankstown, Liverpool and Fairfield and surrounding suburbs
- Inner West Sydney (IWS) Area of Canterbury, Marrickville, Leichhardt, Ashfield, Burwood, Strathfield and Canada Bay and surrounding suburbs.

The General Manager Corporate Services supports the CEO by leading Koorana's corporate services including Finance, Administration, Information, ICT, HR, and Marketing & Communications.

Koorana values self determination, access and equity, mutual respect, collaboration, and ethics & integrity. Our practice is driven by family centred principles, evidence based best practice, fostering natural community inclusion, quality management, and the key worker model.

Koorana is committed to delivering family-centred services that

- respect, support and enhance the vital role the family plays in their child's life and development
- recognise the ways in which a child's abilities, disability, developmental delay or challenging behaviour can impact on all family members.

Koorana's services are designed to ensure that families are well informed, have choices, and are supported in their decisions.

3. Position Responsibilities

Systems

- Develop, implement and maintain financial management, internal control, accounting and reporting systems and procedures that comply with legislative and organisational requirements including the monitoring, tracking and reconciliation of all funding received /receivable.

Accounting, budgeting & management reporting

- Manage all accounting functions including creditors, debtors, cash control and bank reconciliations, asset registers and payroll, and prepare reports as necessary
- Ensure effective financial planning and control by developing and monitoring annual budgets in conjunction with the Executive Management Team and the Board
- Provide financial reporting and analysis to the Board and Executive Management Team in order to ensure fully informed decision making processes
- Undertake financial modeling and analysis to support senior management decision making
- Liaise with managers about budget issues and expenditure items
- Provide reliable and timely financial information and advice to the Executive Management Team
- Advise the CEO and General Manager Corporate Services on finance issues prior to each Board of Management meeting
- Attend the Board's Finance Committee meetings
- Provide financial training, support and advice to managers
- Manage financial software systems and upgrade as appropriate
- Liaise with relevant staff and funders in regard to NDIS, DSS, Medicare and other fee for service billing
- Manage Koorana's insurance portfolio and ensure compliance with legislation and funding agreements.

Payroll

- Manage payroll, superannuation and taxation including reports to the ATO
- Liaise with line managers re staff working conditions and timesheets
- Support managers to monitor staff leave, entitlements, and lieu time
- Maintain records of wage increases and other changes to staff conditions
- Maintain personnel files.

Audit & Acquittals

- Prepare end of year financial statements, records and documentation for the auditor
- Prepare annual financial statements for each program according to the funding requirements
- Manage each service's acquittal processes for funding bodies (including Education and Communities, Ageing Disability and Home Care, Department of Social Services and other funders, supporters and sponsors)
- Attend the Annual General Meeting (AGM) and other meetings and events as required.

Corporate Services Team

- Actively contribute to corporate services planning and team work
- Undertake other tasks that may arise that contribute to Koorana's goals.

4. Key Selection Criteria

Qualifications

- Relevant Tertiary qualifications

Experience & Skills:

- Proven skills and ability in financial management
- Experience in the financial processes associated with government funded community owned organisations
- Excellent communication skills (written and oral)
- Ability to work independently and as part of a team
- Strong relationship management skills
- Experience with a range of computer applications, including proficiency with Microsoft Office
- Minimum 2 years' experience in financial management of a community organisation

Personal attributes:

- Demonstrated ability to take initiative, prioritise work, plan ahead, anticipate risks and problem solve
- Willingness to undertake a wide full range of financial, accounting and bookkeeping tasks
- Respect for the philosophy and values held by Koorana.

5. Personal and Professional Development

- Attend internal/external training as appropriate
- On the job involvement, work tasks and project involvement as requested
- Participate in a performance review process
- Participate in at least one unpaid, out of hour's community activity in each calendar year (e.g. AGM, local festivities etc.)

6. Confidentiality

All operations of Koorana Child and Family Services including client, program and administrative information is confidential and is not to be disclosed to any person at any time. This restriction on disclosure of confidential information continues to apply in the event of employment with Koorana ceasing.