

Position Description



Job title	Finance Manager
Department	Finance
Reports to	Chief Financial Officer
Date prepared/reviewed	April 2022
Location	Inner City Hub
Position Details	Permanent, full time

Our purpose is to inspire people, enliven communities and confront injustice. We address the causes of vulnerability and disadvantage, stand for a just society and support individuals and communities to be valued and connected.

Position Objective

The objective of this position is to lead the finance team and to ensure appropriate standards of financial management are maintained across the organisation. This includes the provision of monthly finance reports and annual budgets.

Values and Associated Behaviours

Uniting's Values and Behaviours which inform the job holder's decisions and actions.

Imaginative – We challenge convention, explore new possibilities and dare to dream for a better future

Respectful – We act with honesty and integrity, and open our hearts to all people without exception

Compassionate – We are nurturing, generous and thoughtful in our words and deeds

Bold – We face injustice head on and stand up for what is right and true with confidence and strength.

Additionally, the role will:

- Respectfully work within the Christian ethos of the Uniting Church
- Works in a way that is consistent with Uniting WA's leadership expectations
- Operate ethically and enhance the integrity of the organisation.

Key Responsibilities

- The provision of accurate, useful and timely regular financial information to relevant internal and external stakeholders
- The management of the budget process including co-ordination of the departmental budgets and forecasts
- Acquittals of externally provided funds in an accurate and timely manner
- Overseeing the financial position of the organisation including cashflows and the cash position. Also ensuring fixed assets are monitored, analysed and reported on accurately and regularly
- The provision of ad hoc financial information, forecasts and analysis as required by the organisation to support decision making and business development activities
- Ensuring employees comply with all financial, taxation and related statutory requirements
- Lead and manage the Finance Team
- Develop and document business processes to maintain and strengthen internal controls
- Oversee the annual statutory audit process
- Working with the CFO-drive sustainability measures through the organisation
- Develop financial acumen of organisational leaders
- Lead the continual improvement of key organisational finance systems.

Standard Key Responsibilities (for all Uniting staff)

- To operate within delegated authority and comply with legal, regulatory obligations and requirements of our internal policies and procedures
- Identify and deal (manage and monitor) with risks associated with Uniting
- Compliance with the values and associated behaviours of Uniting
- Compliance with the policies and procedures of Uniting including statutory policies
- Completion of any training and associated assessments identified as a requirement of the position.

Competencies

- At least 10 years' experience in accounting and finance roles with at preferably 3+ years in a similar leadership role
- Well developed interpersonal and communication skills including the ability to communicate complex information effectively with a range of stakeholders
- A strong attention to detail
- Well-developed customer service skills including the ability to prioritise competing demands in consultation with stakeholders
- Sound knowledge of the dynamics of complex organisations including knowledge of contemporary management principles and practices, change management processes and statutory, legal and contractual obligations
- A sound knowledge of computer based financial systems in a multi activity centre environment
- A thorough and up-to-date knowledge and understanding of accounting principles, relevant Australian Accounting and International Financial Reporting Standards
- Experience in the acquittal of government funded grant contracts (desirable)

Qualifications

- Tertiary qualification in accounting/finance
- Membership of a recognised professional body of accountants to CPA or CA level (or equivalent)
- A current National Police Clearance