



metro assist

POSITION DESCRIPTION

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| Position Title | Finance Manager |
| Employment Status | Part Time (21 hours p/wk) |
| SCHCADS Award | Above Award |
| Reporting to | Chief Executive Officer |
| Directly Supervising | Finance staff and volunteers |
| Office location | Campsie Head Office |
| Date Prepared | December 2018 |
| Employment Conditions | 2 year fixed term contract with possibility for extension Position is subject to a Working With Children and National Police Check |

Position Summary

The Finance Manager performs strategic and leadership role within the organisation and ensures the effective financial management of the organisation.

Reporting to the Chief Executive Officer, the Finance Manager is responsible for the overall management of Metro Assist's financial function including long and short term financial planning, financial risk management, effective cash flow management, monitoring financial performance, creating timely periodical financial reports for the management team and the Board, overseeing the day to day financial operations, preparing budgets and forecasts, managing the audit process and ensuring the compliance with regulatory reporting and accountability requirements of funding bodies. The Finance Manager works collaboratively with the senior Managers and the CEO to execute the financial plan and to maintain robust financial systems in order to achieve enhanced financial performance, financial efficiency and higher degree of accountability. The role acts as a Finance Committee Member and provides financial reports, insights and analysis to the committee and to the Board.

Key Responsibilities

Accounting and Administration

- Oversee the day to day accounting/finance function and ensure all accounting systems, function and appropriate internal controls are properly maintained

- Implement financial policies and procedures including systematic financial control and risk management procedures that led to higher degree of accountability, transparency and robust financial decision-making.
- Supervise staff and volunteers directly reporting to the position

Financial Management

- Develop yearly organisational budget -and one-off project budgets in coordination with CEO, Corporate Services Manager and Program Managers
- Develop costing and pricing model for the services and small social enterprises
- Preparation of monthly financial statements including Profit and Loss, Budget Variance, Balance Sheet, Cash Flow statements and accompanying user friendly analytical reports/dashboard
- Provide financial insight and analysis- to the Finance Committee and to Board to support decision making on future spending and investment decisions
- Monitor spending and undertake periodical budget review of projects, and operational cost centres
- Carry out long/mid-term financial forecasts

External Reporting and Compliance

- Prepare financial statements and acquittal reports as per the service contracts with the government, non-government and private funding agencies/bodies
- Oversee BAS lodgement and regulatory requirements
- Coordinate and facilitate annual audit processes, prepare account papers and project acquittals for final audit
- Ensure legal and regulatory compliance regarding all financial contracts are met

Other Responsibilities

- Remain up to date on non-profit accounting and financial practices and state and federal law regarding non-profit operations
- Attendance at Finance Committee and Board Meetings
- Follow the value and principles of Metro Assist and be responsible for continuous improvement and development in Finance and Accounting management of the organisation

Decision Making Authority

You are responsible for fulfilling your duties within the framework of legislative requirements and Metro Assist Limited's policies and procedures. Issues can be resolved without reference to your immediate supervisor but matters which are outside the policy framework or which may potentially escalate to the detriment of Metro Assist Limited must be reported to your immediate supervisor.

Date Prepared/Updated *6 December 2018*
Approved *Chief Executive Officer*

Acknowledgement

I acknowledge the following:

- I have read and discussed this position description with my manager; and
- I understand the position objectives, key tasks, responsibilities and performance standards.

Employee Name: _____

Employee Signature: _____

Date: _____