

Role Title:	Finance Manager
Role Overview:	The Finance Manager will demonstrate financial leadership, showing initiative, innovation, and a business savvy approach to the financial dealings of the Hobart Women's Shelter. The Finance Manager is responsible for the overall management of the finance functions of the organisation including, but not limited to, financial reporting, audit support, budgeting, accounts payable and receivable, and payroll. The Finance Manager will oversee improvements in financially related internal controls and processes and will effectively manage suppliers across the organisation.
Location:	South Hobart
Supervisor:	CEO

Hobart Women's Shelter (HWS) is the second oldest women's and children's refuge in Australia and for 50 years has been providing crisis and transitional accommodation to women and children who are homeless and/or experiencing domestic and/or family violence. Hobart Women's Shelter empowers clients to lead independent and fulfilling lives. We envisage all clients being able to live in a community free from violence and injustice, where diversity is celebrated, and where clients are supported to achieve their goals.

Our Vision and Mission

Our Vision is to create a safe and inclusive community free from homelessness, violence, inequality, and injustice.

Our Mission is to champion the growth and development of women, their families, and the wider community through the provision of emergency accommodation, housing, education, and advocacy.

Our Values

Equality	We believe in the equality of all, and this informs our practice and approach.
Safety	We prioritise the physical and emotional safety of all people in all aspects of our services to ensure a safe environment.
Integrity	We value honesty and fairness and strive for accountability in all that we do.
Innovation	We seek out opportunities to lead social change.
Diversity	We value diversity and the unique contribution of all.

Key Result Areas

The Finance Manager is required to meet the requirements of each of the following Key Result Areas



1. Leadership/Management
2. Administrative and Organisational Requirements
3. Support and Well Being Outcomes
4. Educative and Professional Development Outcomes

Key Result Areas / Key Duties:	
1. Leadership/Management	
1.1	In consultation with the CEO, improve internal controls across the organisation.
1.2	Develop comprehensive budgets across revenue streams, grant applications and capital budget.
1.3	Prepare monthly reconciliation, including, but not limited to bank accounts, term deposit, debtor, creditor, leave entitlement, GST balances, PAYG withholding payable, superannuation payable, job transaction report etc.
1.4	Manage and process payroll, including collating timesheet data, Xero pay run input, bank payments to staff and liaison with the salary packaging service provider. Management of Fringe Benefits as they relate to employee entitlements and employer requirements.
1.5	Manage cash flows to ensure the sufficiency of the working capital while maintaining optimised return on invested funds.
1.6	Prepare year end payroll summary and lodge to ATO.
1.7	Prepare month end and year end accrual and prepayment journals as appropriate, to ensure the accuracy of accrual accounting.
1.8	Maintain the fixed assets register and depreciation schedule. Coordinate annual fixed assets stocktake. Develop and maintain an asset replacement plan.
1.9	Forecast cash flow positions, any related borrowing needs, and available funds for investment.
1.10	Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements.
1.11	Manage the annual general insurance and workers compensation review and policy renewal process.
1.12	Establish and manage service agreements for external contractors responsible for IT infrastructure, telephone services and property maintenance
1.13	Obtain relevant financial information, advice and modelling to support submissions for funding.
1.14	Be the primary point of contact for any issues regarding Xero, banking, ledgers, financial reports, payroll processing, fixed assets, and financial auditing.
1.15	Work collaboratively with the external Financial Auditor.
1.16	Where appropriate, manage and support intern/student placements.

Key Result Areas / Key Duties:	
2. Administrative and Organisational Requirements	
2.1	Prepare monthly financial reports for the board and other reports as requested, including but not limited to Profit and Loss budget analysis, Balance sheet prior year analysis, financial ratios, cash flow statements, forecasting and Job Profit and Loss reports.
2.2	Prepare and lodge acquittal reports to relevant funding parties as requested.
2.3	Establish and maintain debit card and gift card registers with staff and complete a monthly reconciliation.
2.4	Foster a risk management culture ensuring identified risks are managed appropriately, in accordance with its risk rating.
2.5	Monitor for irregularities and risk and provide timely advice to the CEO on matters of concern that could adversely impact the organisation.
2.6	Oversee the authorisation of financial transactions ensuing all staff work within their financial delegations.
2.7	Prepare the quarterly Business Activity Statement (BAS) and FBT return as prescribed by the Australian Taxation Office for approval by the CEO in a timely manner.
2.8	Ensure the maintenance of accurate records within a secure environment that protects financial confidentiality in accordance with relevant privacy legislation.
2.9	Prioritise and manage time, to ensure that established timeframes are met.
2.10	Maintain clear, professional, objective, and accurate digital records, including Excel spreadsheets.
2.11	Ensure that financial practices align with all relevant laws, standards, regulations, and guidelines including, but not limited to, the Australian Accounting Standards.
2.12	Work within a team environment, and actively participate in team meetings, committees, planning days, and training.
2.13	Always maintain and adhere to HWS' Policies and Procedures.
2.14	Understand legal obligations regarding mandatory reporting requirements and ensure these requirements are always met.
2.15	Complete other financial tasks as directed by the CEO.

Key Result Areas / Key Duties:	
3. Support and Well Being Outcomes	
3.1	Understand the importance of personal & professional boundaries and be able to maintain a calm disposition while managing competing demands.
3.2	Ensure a highly ethical and professional approach to practice which includes active listening skills, conflict management skills, reflective practice, and self-awareness.

3.3	Contribute to a sustainable positive workforce environment and culture through collaborative leadership, open communication, and teamwork.
3.4	Participate in team building activities which contribute to a positive workplace environment.
3.5	Ensure personal responsibility and professional accountability are maintained to negate organisational risks.
3.6	Work within, and demonstrate commitment to, HWS values and mission.

Key Result Areas / Key Duties:

4. Educative and Professional Development Outcomes

4.1	Engage in relevant professional development and training to enhance skills, knowledge, and attributes, and be willing to share learnings with the rest of the team.
4.2	Engage in the role as a curious learner, effectively provide and receive information, and take on constructive feedback to enhance job satisfaction.
4.3	Actively participate in professional and external supervision as directed.
4.4	Maintain knowledge of current resources and developments in relation to the sector including, but not limited to, homelessness, domestic violence, and issues in general relevant to the HWS and clientele.
4.5	Support staff to engage in services that promote learning and development.

Experience

5-10 years demonstrated senior financial team management, reporting and control experience.

Qualifications

- Essential - Tertiary qualification in Accounting or Business with CPA or CA.
- Experience in the Not-for-Profit sector is desirable.
- Experience with Xero is desirable.

Knowledge

- Workplace Health & Safety Act 2011
- Australian Accounting Standards
- Other relevant State and Commonwealth based Legislation and associated Regulations

Salary

Level 6 SCHADS Award

Work Schedule

The role is currently 38 hours per week.

Benefits

- Salary packaging option is available
- Pro-rata Long Service Leave at 5 years
- Well respected organisation
- Professional Supervision
- Positive work environment that focuses on continuous improvement, supporting clients and each other
- Fast paced, busy and rewarding work environment

General Requirements

- Current Driver's Licence
- Working with Vulnerable People Check
- Current Police Check
- IT proficiency in the use of Excel, Word, Outlook, PowerPoint, client databases and cloud-based technologies, or the ability to learn these packages.
- The position carries a six-month (6) probation period

Selection Criteria
1. Experience in dealing with tax and payroll systems, compliance requirements and internal controls. Demonstrable understanding of the ATO requirements, reporting and the Australian Accounting Standards.
2. Highly developed Excel experience.
3. Experience preparing financial reports, budgets, acquittals and other reports to a Board or Funding Body to ensure compliance with legislative/funding and governance requirements.
4. Comprehensive experience with Excel and Accounting Systems.
5. Financial leadership qualities backed up by exceptional analytical and numerical skills.
6. The ability to work in a team and work unsupervised.
7. The ability to identify risks, and to implement and monitor mitigation strategies.
8. The ability to self-manage and prioritise tasks in a challenging environment.
9. Be able to identify areas for improvement to create efficiencies and to ensure sound financial governance.
10. Demonstrated ability to contribute to strategic discussions and make recommendations around investments.

Agreement
I agree to work within the requirements of this Position Description and to abide by my Contract of Employment.
Name: _____ Signature: _____ Date: _____