



Position Description

Job Title:	Finance Manager
Reports to:	CEO
Hours per week:	38 hrs
Duration:	Ongoing
Salary classification:	\$128,272 (including Super and Annual Leave Loading)
Last Updated:	9.5.2022
Location:	259 Dorcas St. South Melbourne.
Approved By:	CEO

Organisation Overview

Formed in 1983, South Port Community Housing Group (SPCHG) creates and manages affordable rental housing options in the City of Port Phillip for single adults and young people who have faced homelessness and social exclusion. We work exclusively with people who are most in need of an affordable, supportive place to live and create opportunities to participate in local community.

Key Objectives of the Position

Reporting to the CEO, the Finance Manager is responsible for preparation of all accounting, budgeting and management reporting for the organisation. The position plays a crucial role in ensuring all financial statutory reporting obligations are upheld with generally accepted Australian Accounting Standards and drives efficiencies and strong financial performance of the organisation.

Key Responsibilities

1. Financial Reporting, Governance and Planning

- Preparation of monthly Financial Reports including variances against budget and full year forecasts for presentation to the CEO, and the Finance, Audit, Risk Committee
- Manage cash flow to ensure all financial obligations can be met including making recommendations to the Finance, Audit and Risk Committee regarding investments in Term Deposits.
- Undertake financial analysis and preparation of financial reports to funding partners
- Organisation of Board Finance Committee monthly meetings in accordance of organisation's Treasurer
- Review long term maintenance provisions and make recommendations to the CEO regarding adequacy of these provisions

- Provide financial analysis data to the CEO and Manager Corporate Services as required/requested
- Ensure tax obligations are met in a timely manner
- Ensure appropriate recording of GST and preparation of the quarterly BAS return.

2. Payroll and Leave Processing

- Timely payment of staff fortnightly with accurate pay-slips
- Completion of all necessary paperwork and records including police checks, working with children checks and drivers license checks, for commencement of new employees
- Responsible for preparation of payroll and associated superannuation, PAYG, union fees, Portable Long Service Leave and leave records, FBT reporting and annual payroll summaries.

3. Accounts Payable and Record Management

- Ensure accounts payable and accounts receivable in accordance with Australian Accounting Standards
- Overseeing tenant rent payment systems and liaison with Housing Program
- Undertake bank reconciliations and reconciliation of all balance sheet accounts
- Preparation of annual financial statements for the annual audit and presentation to the Board and Annual General Meeting
- Preparation of the annual budget in consultation with the CEO and Management Group
- Maintenance of Xero accounting system and payroll
- Manage bank accounts as instructed by CEO with delegated authority from Board

4. Assets Management and Insurance

- Asset management of all assets including the vehicle fleet and appropriate accounting for depreciation and depreciation provisions.
- Review and ensure insurances are current and make recommendations to the CEO regarding insurance adequacy

5. Project Management

- Provide support and assistance to the CEO as required and assist with special projects.

Skills and Attributes

- Good judgement, initiative and insight
- Commitment to social justice and fairness
- Solution and outcome focused
- Questioning and inquisitive. Doesn't except things for how they are and looks for constant improvement.

Key Selection Criteria:

- Finance Degree or equivalent.
- Comprehensive experience using Xero for financial management, tracking and reporting
- The ability to work autonomously and in a small team
- High level of proficiency in Microsoft Excel
- Reporting and analysing financial data
- Excellent attention to detail and strong focus on quality of work

- Excellent co-ordination and time management skills, with the ability to meet multiple and conflicting deadlines
- Ability to be flexible and adaptable in the face of changing organisational priorities and ambiguous environments
- Strong problem solving and analytical skills
- Excellent written and verbal communication skills
- Experience in the Victorian community housing sector or related sector would be considered an advantage.

General requirements of all SPCHG employees:

All employees of South Port Community Housing Group are required to work in a way that:

- Respects the rights and privacy of service users;
- Respects the rights of tenants and clients to make their own decisions and not be judged;
- Encourages/supports links with community and family where possible;
- Encourages/supports service users to make their own decisions and take charge of their own lives.

All employees of South Port Community Housing Group are also required to:

- Be personally responsible and accountable for high standards in work performance, behaviour and attendance in the workplace.
- Read, become familiar with, and comply with, organizational policies and procedures.
- Comply with SPCHG Code of Conduct including Child Safe Code of Conduct.
- Report any observed non-compliance with Code of Conduct.
- Comply with Privacy procedures.
- Promote a positive, healthy and safe environment for self and colleagues.
- Operate in accordance with SPCHG Charter of Consumer Rights and on the basis that no-one is more or less deserving of assistance than anyone else.
- Operate in a professional manner that fosters positive relationships focused on outcomes for clients.
- Attend all planned general staff meetings and program meetings and apologise in advance if unable to.
- Develop skills, knowledge to be able to provide appropriate information, advice and referral to people whose needs can't be met immediately.
- Attend and assist with special, one-off tasks undertaken by the organisation, including special events and functions.
- Give permission for a Police Check and Working with Children Check. Note: a conviction will not automatically disqualify an applicant- CEO reserves the right to review special circumstances and potentially support the applicant in appealing a non-approval.

Signed: _____ Position Holder	Dated:
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Signed: _____ CEO	Dated:
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