

POSITION DESCRIPTION

<u>Position Title:</u>	HEAD OF FINANCE
<u>Classification:</u>	Social and Community Services Employee
<u>Department/Program:</u>	Administration
<u>Report to:</u>	Chief Executive Officer
<u>Location:</u>	67 Sutherland Road, Armadale
<u>Issued:</u>	20/06/2023

I have read, understand and accept this position description. I agree to notify my supervisor immediately of any change in my capacity to meet the requirements. I also agree to inform my supervisor if any of the following requirements change:

- driver license status (if applicable)
- NDIS worker screening
- Compliance with Inclusion Melbourne's Vaccination Policy & Procedure
- the capacity to fulfil the inherent requirements of the role.

Employee's name

date: / /

Employee's signature

date: / /

SALARY

The position is classified in accordance with the Social, Community, Home Care & Disability Services Industry Award 2010.

POSITION OBJECTIVE

The primary purpose of this position is to provide commercially astute, support and advice to the Chief Executive Officer, the Board of Management and the leadership team to optimise the operational and financial resources of Inclusion Melbourne Inc. and the Gawith Foundation Inc. The annual operating budget of Inclusion Melbourne is approximately \$7 million, and the Gawith Foundation has a corpus of approximately \$2 million of funds under management.

A priority for this position is to ensure the regular development and implementation of a robust, fit for purpose financial management system, associated financial policies & practices, information analysis and reports to support solid financial governance and the evolving needs of the business.

The Head of Finance is a member of the leadership team, and the role also requires a capacity to work with both a strategic and an operational focus.

Our Values

Integrity - “To consistently act on sound moral principles”

We will act with integrity by:

- Being respectful
- Doing what we say we'll do and being open about how we do it
- Being honest about what we can and cannot achieve
- Acting in a manner that is deserving of your trust
- Having skilled, competent and professional employees

Potential - “The inherent ability or capacity for growth”

We will see the potential of all persons by:

- Believing that everyone has the potential to keep achieving more
- Ensuring that everyone has equal opportunities for development
- Understanding that overcoming obstacles is a necessary part of the journey to success

Individuality - “A single person regarded as a unique personality, distinguished from others by special qualities”

We will embrace individuality by:

- Acknowledging uniqueness and accepting differences in a non-judgmental manner
- Using a person-centred approach to meet the unique needs of each person
- Supporting people to make choices that build the lives they want
- Working with people in unique and personalised ways
- Respecting individual and family customs, practices, beliefs, traditions and heritage

Relationships - “A significant connection existing between people and communities”

We will foster relationships by:

- Being honest with each other
- Supporting and encouraging each other
- Connecting people with their community and nurturing new relationships
- Working together to solve problems
- Listening to each other to achieve mutual understanding
- Strongly believing that together people create better lives

Duties and Responsibilities

People, Performance and Culture

- Build a strong team; provide support, guidance and mentoring to ensure team engagement, growth and wellbeing.
- Work closely with the manager of People, Performance and Culture, to undertake annual appraisals and ensure staff have the necessary training and professional development required to do their job effectively.
- Ensure effective, positive and open communication and problem solving, through informal and formal modes including routine team meetings.
- Respect and embrace diversity within the team.
- Work closely with the team to develop standards, systems and continuous improvement processes.
- Maintain and promote a safe workplace free from discrimination and harassment of any kind and follow the organisational grievance procedure to report any discriminatory or harassing behaviour.

Financial reporting & accounting

- Provide commercially astute financial advice and support to the Board, CEO and leadership team.
- Prepare reports on the budget and other financial matters for the Leadership team, the CEO and Board and ensure relevant documentation is available for the CEO & the Audit & Risk Committee.
- Establish, develop and maintain the organisation's Chart of Accounts.
- Manage the financial assets and liabilities of the organisation ensuring the required internal controls are adequate and effective.
- Maintain / oversee accurate and up-to-date financial and accounting records. Prepare financial reports for funding bodies including all government requirements for acquittal of funding.
- Work with managers to help develop systems which monitor their department's performance & compliance, including acquittal terms & conditions of funding contracts and grants
- Responsibility for management of accounts receivable including the monthly invoicing for services delivered; preparation of statements; follow up on collection of payment and responding to queries from people we support.
- Responsibility for management of claims on PRODA, ensuring that the services delivered are claimed in a timely manner from NDIA.
- Explore and evaluate options for the implementation of initiatives that continually improve financial performance.

Payroll & human resources

- Responsibility for ensuring that the payroll function is carried out accurately, efficiently and according to a strict fortnightly timetable.
- Financial accounting for WorkCover premiums and costs.
- Financial accounting for employee entitlements & provisions including superannuation.
- Oversee the management of the organisation's salary packaging policy and hold the relationship with external salary packaging provider

Taxation

- Ensure that monthly, quarterly and annual timetable commitments are met for payments and reporting to ATO and other agencies.
- Provide general support and advice on tax issues especially financial accounting for:
 - GST (incl. BAS), FBT (incl. RFBA), PAYG

- Ensure financial responsibilities of the organisation are carried out. e.g. GST (incl. BAS) taxation, superannuation, and other payroll liabilities.

Financial administration, asset & capital management

- Manage the financial provisions for assets and maintain the organisation's asset register recording fixed assets & depreciation.
- Maintain financial reporting of all capital expenditure.
- Carry out regular review and updates of policies and procedures within area of responsibility and ensure organisational compliance.

Gawith Foundation

- Manage the input & reconciliation of the Gawith Bank Account.
- Maintain Gawith Share registers; assist with Gawith financial statement, annual budgets and preparation of audit file.
- Assist with the preparation of Gawith Financial Board Reports

Audit

- Prepare all documents and reports as required by independent Auditor.
- Prepare responses to external audit reports and ensure that any revised procedures within the finance area are complied with.
- Liaise with Auditor with regard timing, preparation of accounts and report to the CEO and Finance and Audit Committee.
- Ensure accounts are submitted for inclusion in the annual report.
- Establish annual internal audit process including review of operational expenditure.
- Present recommendations and quotes to Chief Executive Officer for the appointment of external Auditors.

Planning & budgeting

- Formulate and administer the budget for approval by the Chief Executive Officer and Board including:
 - contributing to the implementation of strategic budgeting, advising on budget plans, procedures and systems
 - administering the budget, monitoring expenditure and providing regular expenditure reports, and forecasting
- Undertake business planning, including developing models, costings and income targets to support the organisation's activities.
- Assist with budgetary submissions to Government (as and when required).

Admin, Governance, Other

- Complete other tasks as directed by the CEO.
- Demonstrate and uphold IM values
- Support key business functions of the organisation ensuring a positive public image of Inclusion Melbourne is presented.
- Develop and utilise good working relationships and networks with other organisations at both the community and professional level.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Chief Executive Officer
Supervision:	Finance Officer Finance volunteers or students on placement Contractors where appropriate
Internal Liaisons:	All Staff
External Liaisons:	People we support and their families Industry Associations Suppliers including banking and salary packaging providers Auditor NDIA DFFH ATO

ACCOUNTABILITY

Accountable for the management of the day-to-day operations of the finance area including management of workloads and meeting deadlines.

EXTENT OF AUTHORITY, JUDGEMENT & DECISION MAKING

The incumbent will work under limited direction and will exercise managerial responsibility for various functions for which operational policies, practices and guidelines may need to be developed. Operating within the approved delegated authority, to contribute to the operational objectives of the work area, the incumbent will:

- (a) undertake specialised functions within the area of finance involving the use of sound analytical skills, provision of commercially astute advice & support.
- (b) exercise managerial control, involving the planning, direction, control and evaluation of operations which include providing analysis.
- (c) undertake a range of duties within the work area, including develop work practices and procedures; problem definition, planning and the exercise of judgement.
- (d) provide advice on policy matters and contribute to their development.
- (e) negotiate on matters of significance within the organisation with other bodies and/or members of the public.
- (f) provide advice on matters of complexity within the finance area and/or specialised area.

KEY SELECTION CRITERIA

Essential:

- A genuine interest in, and commitment to Inclusion Melbourne's vision, mission and values of integrity, potential, individuality and relationships and the organisations strategic directions
- Relevant Tertiary qualifications in Business/Commerce/Finance
- CA/CPA/ACMA professional qualifications
- Proven experience (minimum 5 years) in senior financial management/operations positions, including business planning, developing costings, formulating and monitoring budgets, and financial reporting
- Strong technical accounting skills
- Strong leadership skills
- Demonstrated computing skills including advanced MS Excel
- Ability to use relevant financial software and CRM systems
- Experience or understanding of both DFFH and NDIA funding principles and methodologies will be highly regarded
- Highly developed analytical, problem solving and numerical skills, including the ability to compile, analyse and interpret data, prepare reports and make recommendations
- Excellent oral and written communication skills, including presentation skills
- Excellent interpersonal skills; capacity to interact with staff at all levels and to work effectively as part of a team
- Experience or understanding of not-for-profit or community sector will be highly regarded.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Social, Community, Home Care & Disability Industry Award 2010 and the National Employment Standards (NES) Visit Inclusion Melbourne's website, staff portal page for further information. This position is full-time. Some out of hours work will be required.

QUALITY AND CONTINUOUS IMPROVEMENT

Inclusion Melbourne adopts a continuous improvement approach in all services provided to external and internal customers, and in all policies, processes and procedures. All staff members are required to display commitment to, and to participate in continuous improvement by constantly seeking to introduce efficiencies and economies in the performance of their duties as a contribution to ongoing productivity improvement.

CUSTOMER SERVICE

Inclusion Melbourne is committed to ensuring that all clients/customers internal and external receive friendly and responsive service. Staff are required to comply with the following principles of good service: -

- Answer telephones promptly, within 5 rings
- Acknowledge all clients /customers promptly
- Treat all clients/customers with respect and courtesy
- Provide high quality customer service
- Convey accurate information
- Communicate courteously

Privacy, Security & Confidentiality

Inclusion Melbourne acknowledges and respects the privacy of individuals' and adheres to the Privacy Principles of the Health Records Act 2001; the Information Privacy Act 2000; the Commonwealth Privacy Act 1988 and the Australian Privacy Principles. These control the way Inclusion Melbourne collects, stores, uses and discloses personal information.

Staff will be expected to:

- Ensure information held regarding the people we support; employees and volunteers is stored securely.

- Use or disclose personal information only for the purpose for which it was collected.
- Take reasonable steps to protect personal information from; misuse, loss and unauthorised access, modification and disclosure.
- Take reasonable steps to make sure that the personal information collected, used or disclosed is accurate, complete and up to date.
- Take reasonable steps to destroy or de-identify personal information that is no longer required for the purpose it was held.

Inclusion Melbourne is committed to ensuring that the privacy and confidentiality of all people we support, staff, volunteers and business information is maintained by all associated with Inclusion Melbourne.

GENERAL INFORMATION

Training & Development

Inclusion Melbourne will provide training internally and externally to encourage employees at all levels to reach their potential. All employees are required to undertake any compulsory training courses offered at Inclusion Melbourne. Staff are also required to show others how the systems under their control operate.

Occupational Health, Welfare and Safety

The Board and management are totally committed to the development, implementation and maintenance of policies and procedures, which sustain a safe and healthy work environment.

Management recognises its duties and responsibilities under the Occupational Health and Safety Act 2004 and accepts accountability of the management of OHS programs and the resolution of health and safety issues.

All staff shall accept that they have a duty of care to protect not only their own Health and Safety, but also that of their fellow employees, service users, contractors, volunteers and the public. Staff are expected to participate with management in the continual improvement of workplace standards. All staff will assist with injury management initiatives and co-operate with Return-to-Work programs within the workplace.

Policies & Procedures

A comprehensive set of policies and procedures are available on Inclusion Melbourne's online quality management system; Document Central, accessed via SharePoint. It is expected that all staff familiarise themselves with the organisation's policies and procedures.

Conditions of Employment

Terms and conditions of employment are in accordance with the Social, Community, Home Care & Disability Industry Award 2010 and the National Employment Standards (NES). A copy of the Award and the NES guidelines are available on Inclusion Melbourne's website. For further information refer to the Conditions of Employment policy.

Probationary Appointment

In accordance with the provisions of the Fair Work Act and Regulations, a six-month probationary period will apply to relevant positions.

Superannuation

Inclusion Melbourne will make superannuation contributions in accordance with its obligations under the Superannuation Guarantee (Administration) Act 1992. Employee contributions are optional.

Unless an alternative accredited superannuation fund is nominated on commencement of employment, employees will be required to join Inclusion Melbourne's default superannuation fund.

Salary Packaging

Participation in Inclusion Melbourne's Salary Packaging and Employee Benefits Program is entirely optional for all employees. Inclusion Melbourne recommends that employees seek independent financial or taxation advice about salary packaging before commencement of packaging arrangements. Copies of salary packaging documentation will be provided to staff at the commencement of their employment, or on request at any time after commencement.

For further information please visit the website of our salary packaging provider AccessPay or contact AccessPay directly.

- Phone – 1300 133 697 (8am-6pm ACST Mon-Fri) · Email – customerservice@accesspay.com.au
- Fax – 1300 361 498

Long Service Leave

Long Service Leave is provided for in the National Employment Standards (NES), the Long Service Leave Act 2018 and Inclusion Melbourne's Conditions of Employment policy.

Annual Leave

Annual Leave is provided for in the National Employment Standards (NES) and Inclusion Melbourne's Conditions of Employment policy.

Personal/Carer's Leave & Compassionate Leave

Personal/carers' leave and compassionate leave are provided for in the National Employment Standards (NES) and Inclusion Melbourne's Conditions of Employment policy.

Ceremonial Leave

An employee who is legitimately required by indigenous tradition to be absent from work for Aboriginal or Torres Strait Islander ceremonial purposes will be entitled to up to 10 working days unpaid leave in any one year, with the approval of the Chief Executive Officer. Further details refer Inclusion Melbourne's Conditions of Employment policy.

Parental Leave

Parental Leave is provided for in the National Employment Standards (NES) and Inclusion Melbourne's Parental Leave policy.

Purchase Additional Leave

Refer Conditions of Employment policy and the Additional Leave Purchase Employee Information Booklet.

Designated Breaks

It is a long established custom and practice of Inclusion Melbourne (and prior to that Gawith Villa) to close for business over the Christmas/New Year period and during designated staff professional development days. Staff are encouraged to take annual leave, leave in advance or leave without pay during the Christmas/New Year two-week period. Staff should discuss specific work requirements with their manager. A calendar will be developed for each business unit and will be distributed to staff each year, identifying dates of service closure and public holidays.

Termination of Appointment

Notice of termination is provided for in the NES. The notice of termination required to be given by an employee is the same as that required of an employer except that there is no requirement on the employee to give additional notice based on the age of the employee concerned. If an employee fails to give the required notice the employer may withhold from any monies due to the employee on termination under the award or the NES, an amount in respect of the period of notice required by this clause less any period of notice given by the employee. The period of notice is as follows:

- 1 year or less 1 week
- 1 year and up to the completion of 3 years 2 weeks
- 3 years and up to the completion of 5 years 3 weeks
- 5 years and over 4 weeks

In addition, employees over 45 years of age at the time of the giving of notice with not less than two years continuous service, are entitled to an additional week's notice.

Right to Work in Australia

You must either be an Australian citizen; or have permanent residence status; or have an appropriate visa issued by the Department of Immigration and Citizenship that entitles you to work in Australia.

Smoke Free Workplace

The organisation has a "No smoking" policy in all Inclusion Melbourne buildings. Smoking is also prohibited in organisational vehicles.

NDIS Worker Screening Check

It is a condition of your engagement with Inclusion Melbourne that your employment is subject to clearance through the NDIS Worker Screening Check. It is mandatory for incumbents of risk assessed roles to have full clearance prior to commencing with Inclusion Melbourne.

Other Employment or Conflict of Interest

During your employment with Inclusion Melbourne, you must not, without the Chief Executive Officer's prior consent, undertake any appointment, position, work or other employment (whether paid or unpaid), that:

- results in you competing with Inclusion Melbourne
- (e.g. enter into a private arrangement with a family with whom you have come into contact with via Inclusion Melbourne);
- results in you using confidential information
- (e.g. client contact details) for competitive purpose or personal gain;
- otherwise adversely affects Inclusion Melbourne; or
- affects the performance of your duties to Inclusion Melbourne.

This consent will not be reasonably withheld; Inclusion Melbourne acknowledges that part-time and casual staff are likely to hold positions with multiple employers.

Return of Documents & Property

Upon the termination of your employment with Inclusion Melbourne, or at any time on the request of Inclusion Melbourne, you will immediately deliver up to Inclusion Melbourne, all documents which were prepared by or on behalf of Inclusion Melbourne, or which belong to any client or customer of Inclusion Melbourne, and which are in your care, custody, or control, and all other property belonging to Inclusion Melbourne.

Use of Private Vehicles for Work Related Activities

Where an employee is authorised to use his/her own vehicle for work related activities, a mileage allowance is paid in accordance with the Award. Persons using their own vehicle for work related purposes are strongly encouraged to take out motor vehicle insurance cover and to inform their insurer of the work-related nature of the vehicle usage.

Risk Management

All staff have a responsibility to understand and observe the Risk Management Policy and related procedures in accordance with training and instruction given, and to report any risk to their immediate supervisor. Risks that affect the organisation may result from property damage, unethical or fraudulent behaviour or illness and injury to people.

Equal Opportunity & Diversity

All appointments will be made in conformance with the spirit and intent of the Equal Opportunity and Anti-Discrimination legislation. Inclusion Melbourne is committed to maintaining a diverse workforce that reflects the diverse needs of the people we support. Inclusion Melbourne is an equal opportunity employer and encourages applications from people with a disability, and from culturally and linguistically diverse backgrounds including Aboriginal and Torres Strait Islanders, and the LGBTIQ community.