

POSITION DESCRIPTION

Position Title: Finance Business Partner

Classification: Month to month contractor

Requirements:

- CPA
- 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: / /

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

- 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 support to the team.
- Prepare reports and ensure relevant documentation is available for the CEO & the Audit & Risk Committee.
- 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 the Head of Finance to help develop systems which monitor their department's performance & compliance, including acquittal terms & conditions of funding contracts and grants
- Provide backup support in the 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.
- Provide backup support in the 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

- Play an active role in ensuring 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 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.

Audit

- Provide support for audit documentation and any reconciliations.

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 IM is presented.
- Develop and utilise good working relationships and networks with internal staff/other organisations at both the community and professional level.

WORK PATTERN:

Monday, Wednesday, Friday (5 Hours)

Tuesday, Thursday (6 Hour) – Hours flexible across one or both days

ORGANISATIONAL RELATIONSHIPS

Reports to: Head of Finance (Acting)

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 key responsibilities within the day-to-day operations of the finance 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 accounting/financial management roles, including, developing costings, formulating and monitoring budgets, and financial reporting
- Strong technical accounting 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.