



Staff position description

Finance Manager

Position overview

Position title	Finance Manager
Unit or program	Corporate Services
Position objective	To manage overall financial operations to facilitate the achievement of organisational strategic business objectives, governance, accounting, legislative and business obligations.
Location	Level 1, 116 Hardware Street, Melbourne VIC 3000
Reports to	Chief Executive Officer (CEO)
Direct reports	Bookkeeper/Administration Officer Payroll/Bookkeeper

About VACRO

VACRO is a non-government, non-denominational organisation. It was founded in 1872 (as the Discharged Prisoners' Aid Society of Victoria) in the wake of the 1871 Royal Commission into Penal Establishments and Gaols which urged the establishment of a body to give assistance to discharged prisoners.

Vision	New beginnings, stronger communities.
Mission	To support new beginnings for clients of the correctional system and their families, and build safer and stronger communities.
Values	<ul style="list-style-type: none">• We show integrity in our relationship with each other, our clients and the broader community.• We display respect by supporting our clients to achieve positive outcomes and lead meaningful lives.• We work towards inclusion for all stakeholders in the development of our programs.• We are adaptable to the conditions and opportunities that arise in our daily lives.

Key contacts (internal)

CEO
Board
Executive Team
Direct reports
Program Team Leaders
VACRO staff

Key contacts (external)

Corrections Victoria and other funders
Key service providers including William Buck – auditors
GM Leasing - contracts

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Position details

Key result area	Task	Performance indicator
Leadership	<ul style="list-style-type: none"> • As part of the Executive Team, provide updates on financial matters and advice on governance issues. • Liaise with the CEO to develop, implement and monitor business and operational plans incorporating measures that deliver agreed strategic intents and KPIs. • Provide strategic and operational leadership and management to direct reports, to optimise productivity and create a professional, safe, collaborative and rewarding workplace. • Provide or ensure the provision of monthly operational supervision, resourcing and support. • Provide ongoing coaching and feedback to direct reports on performance and undertake annual Performance Planning, Development and Review (PPDR) in collaboration with direct reports. • Create an environment that supports learning and improvement. • Contribute to a healthy and safe work environment. 	<ul style="list-style-type: none"> • Model behaviour that optimises productivity and promotes a professional, safe, collaborative and rewarding workplace. • Ensure compliance with legislative requirements, including risk management, VACRO policies and procedures. • Provide documented, operational supervision to direct reports on a monthly basis. • Provide practical and timely coaching and feedback on financial practice to direct reports. • Complete PPDR in line with the organisational framework. • Monitor agreed development activities to ensure they are implemented.
Business planning	<ul style="list-style-type: none"> • Proactively contribute to VACRO's operating plans. • Advise CEO and Board on short and long-term financial objectives, policies and actions. • Develop financial and tax strategies. 	<ul style="list-style-type: none"> • VACRO's business excellence activities are substantially progressed. • Ensure VACRO retains its charity status.

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	<ul style="list-style-type: none"> • Manage the capital request, budgeting and forecasting processes. • Develop performance measures that support VACRO's strategic direction. • Manage VACRO's cash flow. 	
<p>Operations</p>	<ul style="list-style-type: none"> • Manage payroll, financial statements, PAYG tax, annual returns, business activity statements (BAS), financial position forecasts, and annual budgets. • Prepare and manage Board and Finance Sub-Committee papers, website portal, Minutes and governance, as required by the VACRO Board. • Manage third party suppliers/functions that are outsourced. • Oversee VACRO's transaction processing systems. • Implement operational best practice, for Quality Improvement purposes. • Evaluate requirements for procurement of funds, investment of surpluses, purchase, lease, supplier arrangements or disposal of capital items. • Provide business support to the non-financial areas of: fleet and facility management, insurance, document storage and other administrative functions. • Assist the HR Manager with development of an appropriate HR system and structures, including reporting. • Prepare annual Work Cover premium calculations. 	<ul style="list-style-type: none"> • VACRO's financial and non-financial business support activities are maintained at an appropriate level to meet operational, legislative, governance and risk management requirements.

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	<ul style="list-style-type: none"> • Manage small projects in line with funder requirements, legislation and policies, procedures and governance practices. • Provide guidance to staff on salary packaging benefits and arrangements. • Manage the Finance and Administration areas, including reception. 	
<p>Financial information</p>	<ul style="list-style-type: none"> • Report financial results to the VACRO Board. • Prepare monthly financial reports and annual budget for Board approval and monitor against actual performance. • Produce financial reports and statements. • Perform regular forecasting. • Prepare financials for tender submissions and funder acquittals. • Ensure Board is informed of any changes to the Charities legislation and manage ACNC, ATO and ASIC requirements with the Board Secretary and Treasurer. 	<ul style="list-style-type: none"> • Oversee the issuance of financial information in accordance with accounting standards and statutory requirements, as required by regulatory agencies and VACRO. • Compliance with requirements for taxes, insurance cover and claims is achieved.
<p>Financial systems and standards</p>	<ul style="list-style-type: none"> • Implement financial planning and develop internal control policies, guidelines and procedures for budgeting, cash management, accounting and investment activities. • Prepare annual Statutory statements in compliance with AASB accounting standards and relevant ACNC legislation. • Maintain knowledge and ensure compliance of organisational policies and procedures and current accounting standards to establish and operate 	<ul style="list-style-type: none"> • Financial/accounting principles, policies, procedures and practices are in line with legal and corporate requirements. • Adherence to VACRO policies and procedures by staff for Finance, Payroll, IT, Risk, and Board related policies and procedures is ensured

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	<p>financial/accounting principles, policies, procedures and practices.</p> <ul style="list-style-type: none"> • Implement and maintain management accounting and reporting systems, policies, guidelines and procedures to secure surplus results and administer funds, assets, and other business activities including insurance and financial instruments. • Maintain MYOB and Calxa financial software. 	
Risk management	<ul style="list-style-type: none"> • Manage systems to manage the security of premises, systems and assets. • Oversee the risk process including identifying risks and recommending treatments. • Ensure compliance with the Fundraising Act and Consumer Affairs registration. 	<ul style="list-style-type: none"> • Premises, systems and funds are securely maintained. • The risk process is managed in compliance with Australian standards, and stakeholder and insurer expectations. • Compliance with the Fundraising Act and Consumer Affairs registration is achieved.

Expectations of all VACRO staff

- Uphold VACRO's Vision, Mission, Values and Code of Conduct.
- Comply with legislative requirements relating to this position, including taking all reasonable care of your own safety and that of others in the workplace; contributing to the improvement of health and safety within the workplace; and complying with VACRO procedures and practices which support occupational health and safety.
- Provide safe and quality services as a priority, for which you are responsible, accountable and supported by Board and management.
- Operate within VACRO's formal delegations framework and in accordance with its policies and procedures.
- Participate in continuous quality improvement (CQI) activities, including identifying opportunities and making improvements to systems, processes and programs.
- Participate in VACRO meetings, regular supervision and professional development.
- Represent and enhance VACRO's profile at stakeholder and network meetings, as designated by your Manager.
- Demonstrate commitment to social justice outcomes and help protect the rights of people impacted by the criminal justice system, and their families.

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Key capabilities

Knowledge

- Tertiary qualified Chartered Accountant or Certified Public Accountant.

Experience

- Demonstrated contribution to corporate strategy and business plans.
- A track record in financial management, planning, reporting, analysis and control.

Skills

- Confidence to present financial information and mentor senior management and Board.
- Well-developed written and verbal communication skills.
- Strong skills in the MS Office suite of applications, and MYOB.
- Proven ability to organise and control accounting systems and processes to manage payroll, produce cash flows, budgets, reports and financial accounts and statements.

Behaviours and personal attributes

- A strategic thinker who can drive structural and behavioural change within finance.
- Able to engage and motivate staff to deliver on business goals.
- Committed to the principles of continuous improvement, risk management and quality management.
- Demonstrate a capacity for innovative thought and action.
- Be able to operate in a flexible manner.
- Good interpersonal skills with an ability to develop and maintain relationships.
- Demonstrate problem solving and decision making capabilities.
- Good time management and ability to manage competing demands.
- Have an attention to detail to ascertain the needs of the business with complex and diverse requirements.
- Highly motivated with an ability to work independently to carry tasks to completion without supervision.
- Able to manage a secure work environment with a high level of confidentiality.
- Motivated to work in the not-for-profit sector.
- Willing to undertake a range of responsibilities including finance, administrative and clerical tasks.

Mandatory requirements

- Verification of personal identity, employment history and qualifications.
- Satisfactory National Police Check.

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Incumbent declaration

I have read this Position Description and agree to undertake the duties and responsibilities listed above. I acknowledge that:

- The Position Description is an indication of the duties and responsibilities that I am required to undertake. Additional or other duties and responsibilities may be allocated to me, in discussion with my Manager.
- Where training and support are required to fulfil these duties, or additional or other duties at a similar level of responsibility, these will be provided within the guidelines of the organisation.
- The Position Description will be reviewed regularly in consultation with me.
- The Performance Indicators, where included in this document, are indicative. Performance Indicators will be set by my immediate supervisor in discussion with me, for each year (or another period) and my performance reviewed against those Performance Indicators.

Name of Position incumbent

Date

Signature