



Position Description

Position Title:	Finance Manager
Location:	Prahran Melbourne
Hours:	Full time - 38 hrs per week
Tenure:	12 month fixed term contract
Classification:	Lvl 7.1 \$107,496.16 – Lvl 7.3 \$111,987.53 Additional bonus leave during shut down over the Christmas period Plus Superannuation (SCG)

Background

The Children's Ground Approach is Australian designed with First Nations peoples. We are committed to systems change to ensure dignity, justice and equity for all children and families. Our work focuses on national reform as well as evidencing a new way of working. The Children's Ground Approach is a whole of community, whole of life approach. We partner with a community over the course of a generation, led by local expertise, vision and intelligence. Together, we create and deliver an integrated system that is centred on learning, development and wellbeing that responds to the child and their family through the key transition points from pre-birth to young adulthood. Our approach recognises the cultural, social and economic strength of communities and builds on this to equip children for opportunities locally, nationally and globally.

We celebrate First Nations children and families and back their vision and talent to transform their communities from extreme stress and economic disadvantage to communities of opportunity and wellbeing.

Children's Ground operates in Central Australia and across the Top End, with support provided by a Melbourne-based Shared Services team.

Position Summary

The Finance Manager is key role that forms part of the Children's Ground management team. Reporting to the Finance Director, the primary function of this position is to provide day to day management and operation of the finance function, direction and guidance to all Finance and Payroll staff. As a member of the management team, you will directly contribute to the organisational strategy, decision making, and operations development required to build a sustainable and outcomes focussed organisation.

This role work closely with, the Finance Director, CEO and Directors in leading the activities required to meet the financial needs of the organisation.

This position is directly responsible for the day-to-day operational management and delivery of Finance and Payroll services for Children's Ground. This includes development, management, and review of Children's Grounds':

- Accounting, budgeting and reporting systems including all associated policies and procedures, and
- Payroll systems, policies and procedures.

Children's Ground 10 principles: Start Early; Critical mass - work with everyone; Deliver the whole, not the bits; Innovation – new ways and old ways; Assume and celebrate ability; Expect and deliver the best; Child, family and community led; Stay for a generation; Whole of community, within community; Culturally safe

This role is a mix of leadership and “hands on” work which includes operational financial management involving, preparing financial reports, maintaining cash flows, monitoring income and expenditure, reconciling the GL accounts, working with the finance team to ensure payables and payroll are processed in a timely manner with expectations of best practice.

Key Relationships

Directly reports to:	Finance Director
Direct reports:	Payroll Officer, Senior Finance Officer, Accounts Payable Officer, Volunteers
Key Internal liaison:	Finance, Audit and Risk Committee; Director Research and Evaluation; Regional Directors - Alice Springs and Top End, People & Culture Manager, Administration teams.
Key External liaison:	Key service providers including salary packaging provider, Auditors, WorkSafe, IT providers (for example Infoxchange).

Key Responsibilities

The Finance Manager is responsible for ensuring that efficient and effective operational controls, administrative and reporting procedures are in place for all financial functions and activities to effectively grow the organisation and to ensure financial strength and operating efficiency.

You will lead and support Children’s Ground management and staff by developing papers and reports for the Board and Committees along with other reporting requirements.

1. Financial Planning and Management

- a. Assist in the development of the annual operational and capital budget.
- b. Assist internal stakeholders to develop and manage budgets for projects and grants
- c. Analyse Monthly Operational and Project Budget Variance and Cash Flow
- d. Undertake periodic budget reviews of projects, and operational cost centres.

2. Accounting and Administration

- a. Manage and undertake the day-to-day financial management operations and service requirements for Children’s Ground
- b. Assist in the oversight of the accounting/finance function to ensure proper maintenance of all accounting systems (XERO Accounting Software plus add-ons) and function, appropriate internal controls and financial procedures
- c. Oversee and ensure the accounts payable function operates effectively, including creditors are paid on time, EFT payments are authorised in a timely manner and records are well maintained.
- d. Maintain the asset management register - including IT assets.

3. Payroll

- a. Manage the operation of Children's Grounds payroll system to ensure the accurate and timely delivery of payroll services. Oversee the processing of the weekly pay run and associated reconciliations.
- b. Ensure payroll system compliance and provide payroll reporting and analytics
- c. Manage the relationship with Children's Ground's salary packaging provider, providing weekly reports and oversee processing of employee salary packaging data received
- d. Ongoing review and development of payroll systems and operations to maintain best practice payroll service delivery for a not-for-profit organisation of Children's Grounds size.

4. Reporting and compliance

- a. Prepare monthly financial statements and reports
- b. Prepare periodical financial reports including Profit and Loss, Budget Variance, Balance Sheet, Cash Flow statements and others required for the Board and Finance Committee
- c. Oversee BAS lodgement and regulatory requirements
- d. Coordinate and facilitate the annual audit processes, prepare account papers and project acquittals for final audit
- e. Ensure legal and regulatory compliance regarding all Children's Ground contracts are met – including sector, industry and constitution
- f. Work with the Director of Research and Evaluation in relation to data and advice to inform reports and other evaluation and research initiatives.
- g. Prepare financial acquittals (both audited and unaudited) as required by funders.

5. Service Management – HR and IT

- a. Develop and maintain the Finance Systems and support the integration with the HR system, and with the People & Culture Manager, ensure compliance and reporting including workforce reporting and analytics
- b. Ensure and verify that all weekly, monthly, quarterly and year end activities and reports are compliant with Federal and State requirements, as well as in line with Children's Grounds policy requirements

6. Other Responsibilities

- a. Represent the organisation in financial matters to funding bodies, financial partners and auditors
- b. Operate as a member of the management team, attending management team meetings and planning activities
- c. Provide mentoring and training to staff in financial management and develop back up arrangements to support payroll and accounts payable functions when staff are on leave
- d. Supervise staff directly reporting to the position
- e. Remain up to date on non-profit accounting and financial practices and state and federal law regarding non-profit operations

- f. Be a role model and follow the values and principles of Children's Ground and be responsible for continuous improvement and development in the financial management area of the organisation
- g. Undertake other duties as requested by the Finance Director.

Key Selection Criteria

The key selection criteria for the position:

- Degree in Accounting and CA/CPA Qualified
- Hands on financial leadership experience in Not-for-Profit environment
- Excellent communication skills
- Demonstrated experience with excel and Accounting software packages
- Experience with Management of Payroll and Award interpretation
- Strong leadership skills with the ability to mentor and develop a team

Personal Attributes

- Motivated self-starter
- Excellent Communicator
- Flexible approach