

SOUTH BURNETT CTC INC POSITION DESCRIPTION

FINANCE MANAGER CTC HEADQUARTERS

Position Type	Full Time (negotiable) – 5 days per week, up to 38 hours per week between 8:30am and 4:36pm however flexibility and accountability in how these hours are worked to meet the needs of the organisation can be negotiated – the spread of hours per weekday can range between 6.00am and 8.00pm
Program	Finance
Location	6 Cornish Street, Kingaroy
Reports To	CEO and Chief Operating Officer
Headquarters	South Burnett CTC Inc, 6 Cornish Street/PO Box 490, Kingaroy 4610
Award Conditions	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS) QCSCA Transitional Pay Equity Order (TPEO) Level 8.1 (\$57.58 per hour) + salary packaging

Broad Outline of South Burnett CTC Inc (CTC)

South Burnett CTC Inc (CTC) is a not-for-profit community organisation providing support to disadvantaged people of all backgrounds and ages in areas including Foster Care, Youth & Family Services and Disability Services. We provide a range of services through the South Burnett area with teams operating from Kingaroy, Wondai and Murgon.

Broad Outline of Finance Manager Position

The Finance Manager will lead the Finance Team which encompasses staff undertaking organisation wide financial processes and specific NDIS and Disability Services. This position will work collaboratively across the organisation with fellow Service Managers to support CTC services and management with timely and accurate financial information and ensure compliance with relevant legislation and accounting standards. The Finance Manager will support Service Managers to develop annual budgets and ensure delivery of quality services within the approved budget.

Attributes required to meet the responsibilities of the position

Qualifications/Industry Experience/Licences

- Qualified Accountant (or similar) and membership in an appropriate professional association
- High level proficiency working in MYOB or other equivalent accounting software and online banking is essential
- Experienced people manager
- Experience managing a team, including performance management where required
- Experience with NDIS requirements desirable
- Experience and understanding of accounting processes of not for profit organisations (eg Deductible Gift Recipient, Public Benevolent Institution, Fringe Benefit Tax, ATO exemptions etc) desirable
- Intermediate to advanced knowledge and use of Microsoft Office systems, including Word and Excel
- High level communication skills, essential in maintaining successful relationships across the organisation and being able to get messages across to team members
- Strong communication skills to build strong working relationships with both internal and external stakeholders

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- A high level of attention to detail, reliability and organisational skills
- A business partnering attitude and a strong focus on customer service excellence
- COVID-19 vaccination
- Ability to meet and maintain any other current or future legislative benchmark requirements

Cultural Awareness

- Ability to respond in a culturally sensitive way to all stakeholders of the service

Availability and Flexibility

- Flexibility to adjust hours when required to meet the needs of the organisation

Responsibilities of the Position

Be an effective member of the CTC Management Team

- Work closely with the CEO and Management Team to implement and review the strategic goals and objectives of South Burnett CTC Inc (CTC)
- Maintain an up to date knowledge of industry operational changes and practices and ensure CTC's preparedness to respond to any required changes
- Attend and fully participate in CTC Management Team Meetings (weekly)
- Make decisions that reflect appropriate consultation and are appropriate to the vision and mission of CTC
- Monitor the Finance team to ensure compliance with CTC's overarching Policies and Procedures and Codes of Conduct

Leadership of the Finance Team

- Implement and support CTC's culture within the workplace
- Maintain organisational culture and a safe work environment
- Treat all staff with equity and encourage initiative and ideas and the opportunity to give feedback without the fear of retribution
- Promote and model open communication and inclusive decision making
- Promote and model appropriate personal and professional boundaries
- Work closely with senior members of the Finance team to ensure they have the skills necessary to backfill the Finance Manager position as required

Finance Manager Responsibilities

- Lead, mentor and develop a Finance Team in a growing organisation, ensuring continued improvement processes are implemented across the department
- Provide practical support, guidance and development to all staff in areas of finance
- MYOB data entry including reconciliations, journals, end of month and end of financial year processes
- Preparation of the annual financial statements in line with Accounting Standards and Board of Governance direction, including managing the annual audit process
- Monthly financial report and commentary for Board reporting in line with agreed timeframes
- Quarterly financial reporting to funding bodies (and as required) within agreed timeframes
- Completion of funding agreement and grant acquittals processes

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- Support CTC operations with guidance and professional financial advice to ensure timely and accurate financial expenditure and reporting
- Develop budgets in consultation with Service Managers or their delegate and monitor and report on budgets as required
- Quarterly GST reporting and compliance
- Work with the Management Team and Board of Governance to manage and make recommendations on investment of surplus funds
- Manage FBT reporting processes and monitor annual caps to ensure no tax liability to the organisation
- Keep abreast of relevant legislation changes and accounting standards to ensure compliance and that processes and procedures are current
- Maintain the CTC Asset Register and depreciation schedules
- Support the payroll function to deliver on financial and legal obligations
- Support the Finance Team with any required review and/or reconciliation of payroll management processes to ensure statutory requirements are met
- Lead a team that is the point of contact for all financial transactions
- Follow budgets, timeframes and standards
- Support implementation of financial initiatives and improvements to improve customer experience
- Maintain a high standard of customer service
- Represent the organisation in an honest, ethical, and professional way
- Assist in any other tasks, within the scope of ability, as directed by the CEO and/or COO

Responsibilities as a CTC Staff Member

- Have knowledge and understanding of the organisation's mission and vision and contribute to the success of the organisation in its entirety
- Be an effective member of the Finance Team as well as all other CTC Teams
- Work independently and as part of a team in compliance with direction from management
- Attend and actively participate in all team and other relevant meetings and training
- Assist other staff in their duties
- Assist in maintaining a clean, hygienic and tidy work environment at all times
- Ensure all CTC resources and assets are used only as appropriate, accounted for and maintained in a safe, clean, hygienic and useable condition at all times
- Flexibility in regard to working hours and locations and preparedness to undertake complementary duties as required
- Adhere to all policies and procedures of CTC and relevant Government Contracts/MOAs/ Legislation/ Acts/Guidelines and other documents/standards including the:
 - Human Services Quality Standards
 - NDIS Practice Standards
 - Qld Human Rights Act
 - CTC Staff Code of Conduct
 - NDIS Code of Conduct Code
 - CTC Code of Conduct for Working with Children and Young People

Performance Support and Reviews

- Regular support and supervision with the CEO and/or COO
- External supervision as required

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- Performance will be reviewed within an initial 6-month probation period and then on an annual basis according to the details of this and any revised position descriptions

Confirmation of Understanding and Agreement with the Position Description

I understand:

- the requirements of the position and agree to the terms and conditions as set out above
- that more detailed responsibilities and duties will be discussed in line with the requirements of the organisation and broadly consistent with the role

STAFF MEMBER NAME: _____

STAFF MEMBER SIGNATURE: _____

DATE: ___/___/___