

# JOB DESCRIPTION FORM – FINANCE MANAGER



<b>Position Title:</b>	Finance Manager		
<b>Service Location:</b>	Cyrenian Central		
<b>Program: (If applicable)</b>		<b>Hours:</b>	Full-time 76 hours per fortnight.
<b>Reporting to:</b>	Chief Financial Officer	<b>Award Classification:</b>	Level 8 EBA – Negotiated
<b>Our Vision</b>	Healthy, inclusive and harm-free communities		
<b>Our Mission</b>	An organisation that provides the highest quality services to make a positive and meaningful difference in the lives of people affected by alcohol and other drugs.		
<b>Our Values</b>	<b>Empower, Respect, Resilience, Hope &amp; Integrity</b>		
Cyrenian House values the uniqueness of individuals who may vary in many different ways, including race, ethnicity, culture, social class, gender, age, religious belief, sexual identity, mental and physical ability. <b>We celebrate and promote this diversity as a strength of our organisation.</b>			
<b>This position:</b>			
Reporting to the Chief Financial Officer (CFO) The Finance Manager is accountable for statutory and regulatory financial reporting for Cyrenian House, (CH) including consolidated group, tax compliance, and the preparation of monthly management and board reports, annual budgets, and quarterly forecasts.			
The Finance Manager is responsible for the day-to-day running of the Finance function and implementing the strategy and direction for the function, as provided by the CFO. In addition, the role shall identify and implement systems, policies, and processes for the Finance function which will improve financial monitoring, accountability and growth across the organisation.			
The role will also line manage the finance team and will play an integral part in the new MYOB Advanced system and support the finance and HR team with our Employment Hero, HR /Payroll system.			
<b>Duties and Responsibilities:</b>			
<b>General:</b>			
<ul style="list-style-type: none"> <li>• Support, promote and work in accordance with the Vision, Mission and Values of Cyrenian House.</li> <li>• Participate as a valued team member promoting and contributing to a supportive team environment.</li> <li>• Provide support to and share expertise with other staff, students and volunteers.</li> <li>• Participate in staff meetings, supervision, training and team planning workshops.</li> <li>• Contribute to the development, implementation and evaluation of the service model.</li> <li>• Contribute to Cyrenian House continuous quality improvement processes.</li> <li>• Work in accordance with Cyrenian House Code of Conduct.</li> <li>• Be responsible for personal health and safety in the workplace and for complying with all Cyrenian House occupational safety and health policies and procedures, promoting and maintaining a safe and secure environment.</li> <li>• Contribute to and promote the implementation of the Standards on Culturally Secure Practice.</li> <li>• Other duties as required.</li> </ul>			

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### **Financial**

- Responsible for the development of the annual budget for CH and each service.
- Prepare organisational financials and reports ensuring they meet compliance timeframes and reporting requirements.
- Provide accurate and timely monthly financial reports to the CFO and Managers.
- Payroll review and reporting.
- Prepare monthly board reports, in preparation for monthly Committee meetings in association with the CFO.
- Provide Managers with quarterly performance reports per service.
- Provide relevant information for the purpose of tender projects.
- Responsible for the acquittal of grants and preparation of monthly, bi-annual and annual financial reports to funding bodies.
- Ensure fortnightly/monthly BAS, PAYG and Superannuation legislative requirements are met.
- Reviewing reports and ensure any discrepancies are investigated and reported in a timely manner.

### **Teamwork and Agency Development:**

- Provide line management for the finance team.
- Provide support to the CEO and CFO as requested
- Provide support to the Facilities Administrator for Assets Management /replacement purposes.

### **Representation and Stakeholder Engagement:**

- Liaise with external auditors regarding interim and annual audit.
- Provides reports and advice to the COM, Chairperson and Treasurer and Executive. Team and ensures a positive relationship is maintained.
- Develops and maintains effective working relationships with funding bodies, other AOD organisations and external agencies.

### **Administration and Reporting:**

- Manage the organisation's records management system, procedures and practices in line with best practice standards.
- Review and arrange all relevant insurance, including assets and professional indemnity.
- Manage relationships with all key financial stakeholders.

### **Confidentiality**

- Maintain confidentiality in accordance with the Cyrenian House's Confidentiality Policy.
- Take all reasonable precautions to ensure non-disclosure of any confidential information about workers or the general operations and affairs of Cyrenian House to any person other than those approved by the organisation with appropriate consent.

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**Selection Criteria:**

**Essential competencies and experience:**

- Tertiary Qualification as Chartered Accountant or Certified Practicing Accountant
- Strong communication and negotiation skills and develops robust working relationships
- Minimum of 3 year’s experience in a similar role.
- Previous experience with:
  - audited regulatory and statutory financial reports and returns, including grant acquittals, prepared in compliance with applicable standards.
  - monthly management reporting.
- Ability to prepare annual budgets in association with Managers.
- Accountable for the preparation of quarterly financial reporting for presentation to the Board and Executive.
- Management of CH treasury function with the CFO; responsible for liquidity management, investments and cash flow forecasting.
- Management of CH compliance with all applicable accounting standards; proactively identifying and communicating the impact of changes to the standards to the CFO.
- Previous experience leading the implementation of compliance & quality improvement as required.
- Overall accountability for accounting policies including in relation to fixed and capital asset management.
- Provision of ad hoc support for business development activities and major projects.
- Advanced skills in the Microsoft Office Suite.

**Desirable:**

- Knowledge and experience using and implementing MYOB Advanced
- Knowledge and experience using Employment Hero.

**Required Clearances:**

- Full work rights.
- Current National Police Clearance.
- Current First Aid Certificate.
- Current Driver’s License and reliable vehicle.

Please sign below to confirm you understand of the requirements of your role and return a signed copy to the Human Resource Department:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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