

Position Information

Finance & Administration Manager

Position:	Finance and Administration Manager
Duration:	Ongoing
Hours of Work:	Full Time – 38 hours per week
Reporting To:	Director
Review Date:	Annually, or as required

Overview & Purpose of Position

The Finance and Administration Manager is engaged to work effectively and co-operatively with all of the Centre's other workers to further the goals of the Centre and across all of its service programs:

- through the management and carrying out of functions relating to the Centre's finances, assets, information technology and administration systems
- through the management and supervision of the Centre's administration staff
- by assisting the Centre's Director as required, in relation to service development and implementation, policy and other matters as required and as they relate to the Centre's finances, assets, information technology and administration systems.

Qualifications and Prerequisites

- Bachelor degree, with extensive relevant experience; or
- Lesser formal qualifications with acquisition of considerable skills and extensive relevant experience; or
- A combination of experience, expertise and competence sufficient to perform the duties required of the position.

Qualities

Must demonstrate behaviour and conduct that reflects the Centre's values.

Essential Knowledge, Skills and Abilities

- A commitment to working co-operatively with fellow staff and management to further the goals of the Centre
- Application of high level discipline knowledge
- Complex problem solving
- High level communication and interpersonal skills
- High level time management and organizational skills
- Ability to work under limited direction, and where guidance is not always readily available
- Undertake managerial functions relating to the Centre's finances, assets, information technology and administration systems to achieve results in line with corporate goals
- Supervision and management administration staff and volunteers, including establishing and monitoring work outcomes
- A good understanding of the long term goals of the organisation
- Implement significant operational procedures relating to the Centre's finances, assets, information technology and administration systems
- Comprehensive knowledge of policies and procedures
- Advice and contribution to policy development where required.

Duties of the position

Financial Functions

Management of the financial functions of the Centre including:

1. Preparation, maintenance and management of budgets including:
 - a. inform, advise and collaborate with the Centre's Director in relation to the preparation of Centre budgets and future budget projections
 - b. assist the Centre's Director with preparation of funding submissions
 - c. ensuring spending is within budget.
2. Preparation, maintenance and management of financial records and reports including:
 - a. Centre's general ledger system (MYOB)
 - b. Co-ordination of the processing of payments and receipts
 - c. reconciliation of bank statements and accounts
 - d. supervision of petty cash including reconciliation
 - e. maintenance, preparation and reconciliation of financial records
 - f. preparation, reconciliation and lodgement of required legislative reports in a timely manner (including BAS Return, PAYG tax and Superannuation Guarantee)
 - g. ensuring financial reporting requirements are met for funding bodies
 - h. cash-flow including budget analysis
 - i. implementation of financial procedures
 - j. ensuring financial obligations are met
 - k. preparation of financial reports and updates including budgets (actual and variances)
 - l. preparation, review and management of the Centre's financial documentation including bank accounts, internet banking and term deposits
 - m. preparation and management of financial schedules and registers including leases, assets, library resources, memberships and investments
 - n. ensuring legal and Service Agreement requirements are met.
3. Manage and maintain payroll including wages, employment conditions and entitlements for Centre employees including:
 - a. processing of fortnightly wages and deductions including PAYG tax, salary sacrifice payments, and Superannuation Guarantee
 - b. processing and management of leave calculation, entitlements and records
 - c. processing and management of salary sacrifice arrangements and records
 - d. reconciliation of PAYG, salary sacrifice and Superannuation Guarantee
 - e. preparation of end of year Single Touch Payroll (STP) and PAYG tax reconciliation
 - f. maintenance of employee personnel records including timesheets, employee declarations, salary packaging agreements and salary packaging statements, superannuation guarantee forms and STP records.
4. Attend to financial audit requirements:
 - a. co-ordinate annual financial audit and attend to Auditor's requirements in relation to Audit Report.
 - b. prepare and carry-out in consultation with the Centre's Director, the annual self-assessments requirements of the Australian Taxation Office.

Asset Management (including motor vehicle, furniture, equipment, premises and fittings)

5. Manage and carry out matters relating to the acquisition, operation, maintenance and security of the Centre's assets including to:
 - a. carry out matters relating to the operation, maintenance and security of Centre assets.
 - b. inform and advise the Centre's Director in relation to the planning and acquisition of Centre assets.
 - c. prepare and manage the Centre's Asset Register (including acquisition and disposal of assets) and maintain records for contracts, warranties and insurance.

Information Technology Management

6. Ensure that matters relating to the Centre's information technology systems are being effected as

required, including matters relating to the operation, maintenance and security of Centre information technology systems.

7. Inform and advise the Centre's Director in relation to the planning and acquisition of Centre IT equipment and systems.

Management of the Centre's Administration Team

8. Ensure that the Centre's administration team achieves results that meet and are in accordance with the Centre's goals including in relation to:
 - a. provision of induction, training, supervision and management of administration staff (and volunteers as appropriate)
 - b. ensuing appropriate allocation of work within the Centre's administration team
 - c. establishing work outcomes of the Centre's administration team
 - d. provision of expert advice where required, including complex professional problem solving
 - e. ensuring compliance with and managing implementation of standards and other requirements as they relate to the administration of the Centre, including developing and managing appropriate work practices to ensure the proper functioning of the Centre's administrative functions
 - f. ensuring compliance with and managing implementation of the Centre's policies, procedures, guidelines, service standards and practices as they relate to the Centre's administrative functions
 - g. provision of leadership and management of administration workers in meeting the key responsibilities and duties of their positions.
9. Supervision and management of the Centre's Administration Supervisor, including to ensure that all of the Centre's administration and IT needs are met.
10. Determine the training and development needs for administration workers.
11. Carry out appraisals in relation to administration staff, in conjunction with the Centre's Director.
12. Assist the Centre's Director in the performance management of administration workers as required.

Risk management and compliance

13. Ensure the implementation of policies, procedures, guidelines, service standards and practices as they relate to the Centre's finance, asset, IT and administration functions; and ensuring that staff and volunteers are aware of those procedures as is relevant to their work
14. Ensure the monitoring and identifying risks relevant to the Centre's finance, asset, IT and administration functions.
15. Actioning and reporting risks, incidents or non-compliance of legal or other requirements relating to the Centre's finance, asset, IT and administration functions and ensuring that staff and volunteers are aware of those procedures as is relevant to their work, as guided by the Centre's risk consequence matrix.

Service development and implementation

16. Assist the Centre's Director with the development of Centre policy, procedures, guidelines, service standards and practices as they relate to the Centre's finances, assets, information technology and administration systems; including the provision of expert advice where required.
17. Assist the Centre's Director with service development and implementation as required, including but not limited to implementation of the Centre's Operational Plan.
18. Assist the Centre's Director with the collection of statistical and other service information as required.

General

19. To have a comprehensive knowledge of the Centre's various policies, procedures, guidelines service standards and practices as they may exist from time to time, together with a good understanding of the Centre's long term goals.

20. To undertake various computing, word processing and administration duties including typing, filing, and photocopying.
21. Research.
22. Reporting as required.
23. To share internal housekeeping chores.
24. To undertake other duties as directed from time to time.