



**POSITION DESCRIPTION**

<b>Position:</b>	Finance & Business Manager	<b>Reports to:</b>	CEO
<b>Award:</b>	Non-Award	<b>Classification:</b>	Senior Manager
<b>Status:</b>	Full-time	<b>Location:</b>	16 Hutt Street, Adelaide

**Purpose of Role**

The Finance & Business Manager leads, develops and manages the day to day financial and business operations of ARAS. Working directly with the CEO, the Finance & Business Manager will provide strong support to achieve all financial management and strategic goals.

They will be responsible for the direct day-to-day financial control of ARAS and will oversee all financial operations, working with the CEO on governance issues, including, but not limited to, project costings, budget development to support submissions for new funding, communication with senior managers on annual budget development and financial performance monitoring issues, managing outstanding debtor action, and undertaking the acquittal of Government Grants. Managing a team that specialises in the finance, risk and compliance functions with the ability to undertake financial tasks through to end of month processes and manage quality and compliance tasks with minimal supervision, the Finance & Business Manager will ensure all financial processes in ARAS are effective and efficient.

The Finance & Business Manager will also partner with key stakeholders to provide insights and help make informed decisions on a range of future-growth related initiatives.

<b>Key Responsibilities</b>	<b>Key Performance Indicators</b>
1. Leadership	1.1 As a member of the ARAS senior management team, provide support and assistance in the development and delivery of the ARAS Strategic Plan and underlying business plans. 1.2 Develop and maintain cooperative and harmonious relationships and work in collaboration with others to prevent and/or resolve difficulties. 1.3 Attend and contribute to regular Senior Manager and staff meetings, and meetings with Government and other stakeholders. 1.4 Direct and co-ordinate the Finance team, ensuring organisational and individual goals are achieved. 1.5 Develop capacity in the organisation to ensure quality and depth of management in the organisation. 1.6 Ensure that all direct and indirect reports have a development plan in place, with effective feedback and staff understanding of potential career development. 1.7 Resolve any workplace conflict in a professional manner and through the policy and procedure outlined in the ARAS Human Resources policy manual. 1.8 Work positively and communicate effectively within a team environment to achieve service delivery excellence.
2. Financial	2.1 Prepare and administer budgets for ARAS which reflect the strategic

<p>Management</p>	<p>and business activities and the services ARAS provides its members and consumers.</p> <p>2.2 Prepare and provide monthly and annual accounting reports for the use of the Board, Finance &amp; Audit Committee and the CEO.</p> <p>2.3 Provide secretarial support to ARAS Board and Finance &amp; Audit Committee.</p> <p>2.4 Overseeing the Accounts Receivable and Accounts Payable functions and ensure compliance with relevant standards and regulations.</p> <p>2.5 Provide information and advice to the CEO, Finance &amp; Audit Committee and Board on matters relating to the financial management and investment of ARAS assets</p> <p>2.6 Maintain the records of account in a manner required by the Australian Accounting Standards and ARAS' Auditor including managing the external audit process.</p> <p>2.7 Manage data quality and integrity of monthly management reports including planning, budgeting, forecasting and cost centre reporting;</p> <p>2.8 Assist with testing and implementing improvements to the current systems.</p> <p>2.9 Prepare monthly Management reports, and analyse budget plans, forecasts and cost centre reports.</p> <p>2.10 Analyse the financials of forecast vs actuals and provide detailed commentary to the Board, CEO &amp; Senior Management.</p> <p>2.11 Prepare an annual budget and forecast cycle, along with cost centre budget allocations.</p> <p>2.12 Partner with internal stakeholders with both financial and non-financial backgrounds to provide strict financial advice and improvement to budget and policy procedures.</p> <p>2.13 Continually monitor reporting to ensure compliance with regulation and legislations from the government policies.</p> <p>2.14 Work in collaboration with the CEO and Senior Management in renegotiation of service contracts in a timely manner.</p> <p>2.15 Report monthly to the CEO on key milestones and KPIs by the 5<sup>th</sup> of each month.</p> <p>2.16 Program costing and budget development to support submissions for new funding.</p> <p>2.17 Communication with senior managers on annual budget development and financial performance monitoring issues.</p> <p>2.18 Oversee;</p> <ul style="list-style-type: none"> <li>a. outstanding debtor actions;</li> <li>b. acquittal of Government Grants;</li> <li>c. BAS reporting;</li> <li>d. Asset register maintenance and reconciliation;</li> <li>e. corporate budget development;</li> <li>f. insurance claims;.</li> </ul> <p>19 Review and approve;</p> <ul style="list-style-type: none"> <li>a. all aspects of General ledger cost centre maintenance;</li> <li>b. all aspects of monthly financial reporting cycle;</li> <li>c. program income and expense reports.</li> <li>d. leave liability reconciliations;</li> <li>e. standing and reversing journals;</li> <li>f. grant journals;</li> </ul>
-------------------	--

	<p>g. general ledger journals;</p> <p>h. clearing account reconciliations.</p>
3. Business Development	<p>3.1 Work with the CEO and Senior Management to identify opportunities for funding in areas that are within the scope of ARAS services.</p> <p>3.2 Prepare business cases and analysis of opportunities to gain funding from non-traditional sources.</p> <p>3.3 Identify business opportunities to create revenue for ARAS.</p> <p>3.4 Write and provide input into funding performance reports.</p>
4. Continuous Quality Improvement	<p>4.1 Be part of a culture of continuous improvement and supporting the Management Committee and Chief Executive in seeking and delivering improvements in processes, service delivery, cost management and efficiency, and managing projects and people to achieve improvements.</p> <p>4.2 Ensure that all statutory requirements are being met or exceeded including but not limited to funding agreements, Commonwealth and State legislation and related regulations and guidelines.</p> <p>4.3 Promote and model reflective practice in all ARAS staff, and demonstrate commitment to continuous quality improvement.</p> <p>4.4 Work with other team members to improve service outcomes for consumers and employees by effective complaint management via the ARAS Complaints procedure, stakeholder feedback and responses to service audit processes</p> <p>4.5 Manage Workplace, Health and Safety activities to ensure compliance in accordance with the <i>Work, Health &amp; Safety Act 2012</i> and the <i>Work, Health &amp; Safety Regulations 2012</i>.</p> <p>4.6 Participate in and contribute to quality improvement programs and activities and work towards maintaining the Quality Management system and Accreditation Standards.</p>
5. Administration & Documentation	<p>5.1 Ensure documentation is accurate and completed in a professional and timely manner.</p> <p>5.2 Oversee purchasing, invoicing, reimbursements and record-keeping, and work with the CEO to develop, monitor and manage annual budget.</p> <p>5.3 Develop and maintain appropriate risk management processes and risk register.</p> <p>5.4 Maintain and update the asset register.</p> <p>5.5 Manage internal information technology.</p> <p>5.6 Plan and manage time effectively to complete tasks and meet strict deadlines.</p> <p>5.7 Monthly report to CEO to be submitted by the 5<sup>th</sup> of each month.</p>
6. Personal & Professional Development	<p>6.1 Continue to develop professionally and personally to meet the changing needs of the position, the external environment and the organisation.</p> <p>6.2 Participate in the organisation's performance management process.</p> <p>6.3 Maintain up to date knowledge of relevant legislation and government requirements which impact on the position and organisation.</p> <p>6.4 Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes.</p> <p>6.5 Ensure the successful completion of individual training and development activities to update knowledge and skills relating to legislative, policy, and system, procedure, product and service requirements inherent in the current duties.</p>
7. Know and apply ARAS	8.1 Demonstrated alignment to the ARAS mission and values, including the

policies and procedures	strategic plan. 8.2 Model and foster behaviours aligned with the ARAS Code of Conduct. 8.3 Evidence of harmonious working relationships with other employees, volunteers and other stakeholders. 8.4 Management of risk and ensure compliance with WHS to the highest standards.
-------------------------	---

**Qualifications**

- CA or CPA qualified.

**Knowledge and experience**

- Extensive financial management experience and the capacity to provide advice on finance matters and taxation matters.
- Sound understanding of corporate governance.
- Strong written and verbal communication ability, including ability to present reports to the Board of Directors in a logical and concise manner.
- Proven experience in implementing new processes and systems to ensure the efficient processing of all accounting transactions
- Knowledge of service delivery in the Aged Care sector.
- Excellent leadership, interpersonal and communication skills and demonstrated ability to lead, motivate and influence a team with experience in conflict mediation.
- Ability to manage resources within budget, schedule and recommend approval of leave, schedule and conduct performance reviews of staff supervised.
- Ability to become actively involved in strategic planning for the organisation.
- People management and leadership experience.
- Familiarity with government funding processes and demonstrable capacity to work effectively with governments, service providers and other non-for-profit organisations.
- Proficiency in relevant accounting packages.
- High level competency in utilising a variety of technology, particularly finance systems, and specifically Xero, as well as mobile devices and computers, proficiency with Microsoft Office, Outlook and database systems.

**Specific employment requirements**

- Satisfactory National Police Clearance required (must be less than 12 months old at time of joining).
- Work outside of normal office hours may be required from time to time.
- Current driving licence and willingness to drive for work purposes.
- Travel may be required within South Australia and interstate.

**MONITORING, EVALUATION AND REVIEW**

<b>Status:</b>	DRAFT	<b>Control:</b>	Human Resources
<b>Approved by:</b>		<b>Version:</b>	1.0
<b>Effective Date:</b>	May 2018	<b>Review Date:</b>	TBA

--

**Acknowledgement**

*I, ..... acknowledge that I have read and understood the key position duties described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake additional duties relevant to the position that are not listed in this statement and that fall within my competency and skill set. I have received a copy of this Position Description.*

**Employee**

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

**Signed:** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Human Resources Manager**

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

**Signed:** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_