



POSITION DESCRIPTION

POSITION TITLE:	Senior Finance Officer
REPORTS TO:	Chief Executive Officer
DIRECT REPORTS:	Finance Officer, Payroll Officer, Receptionist, Corporate Support Officer,
AWARD:	Social, Community, Home Care & Disability Services Award 2010
CLASSIFICATION	SACS 8

POSITION PURPOSE

As a member of the Senior Management team, the Senior Finance Officer is responsible to the CEO for ensuring that MHA Care Financial management systems, processes, security and reporting meets regulatory, legislative and reporting requirements as determined by external Agencies, the CEO and the Board of Directors. Additionally, the role will lead, manage the Finance/Administration Team to ensure the efficient and effective operation of Financial and Administration services and the provision of timely and accurate information to key internal and external stakeholders.

KEY ACCOUNTABILITIES & RESPONSIBILITIES

The following description of responsibilities is not exhaustive and may include others as directed from time to time:

Accountability 1: Finance/Administration

Responsibilities

- Lead the Finance/Administration Team in the delivery of professional and quality financial and administrative support to internal and external stakeholders.
- Ensure the operations and services provided by the Team align with MHA Care's Strategic objectives as they may change overtime.
- Provide the Chief Executive Officer, the Board of Directors, Service Manager with timely and accurate advice relating to the financial activities and performance of MHA Care.
- Ensure the activities and performance of the Finance/Administration Team align with MHA Care's strategic plan and budget.
- Provide visible and effective leadership and support to the team.

Accountability 2: Financial Management

Responsibilities

- Working with the CEO ensure the long-term financial sustainability of MHA Care through prudent financial management.
- Keep the CEO, Senior Management Team and Board informed of the financial position of the organisation.
- Prepare and present, on time, monthly Financial Reports for review by the CEO prior to presentation to relevant Sub-committees and the Board of Directors.
- Lead the conduct of Internal and External Audits performed by external parties.



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- Working with the CEO and Service Manager prepare the Annual Forecast Budget prior to June each year.
 - Ensure that all financial transactions are performed and completed in accordance with MHA's relevant Financial Management, Purchasing/Procurement, Delegations policies and procedures.

Accountability 3: Human Resources

Responsibilities

- Keep the CEO informed on key human resource matters that may affect the performance of the Finance/Administration team.

Accountability 5: Fleet/Asset Management

- Manage the organisations fleet of vehicles, ensuring appropriate vehicles are purchased and that maintenance systems and replacement plans are in place, in line with organisational need.
- Maintain up to date accurate records in the current Asset Management System on the assets held by MHA Care.

Accountability 6: Performance Reporting

- In collaboration with the Service Manager, analyse, prepare and present reports to the CEO, Senior Management Team and Board of Directors.
- Working with the CEO and Service Manager prepare relevant reports for presentation to external funding bodies on the performance of MHA in meeting the funding and service activity targets as required through funding and service agreements.

Accountability 7: Administration

- Ensure that timely and efficient financial and administrative support is provided to internal and external stakeholders.

Accountability 8: Policies and procedures

Responsibilities:

- To action the established policies and procedures of MHA as expressed through Board meetings, the MHA Strategic Plan, Operational Plans and Budget.
- To assist in developing and regularly reviewing sound policies and procedures that support quality Financial and Administrative processes that meet current legislative and regulatory requirements and support the strategic direction of MHA
- To communicate the policies and procedures to appropriate staff while ensuring accuracy in their interpretation and application.

Accountability 9: Organisational Responsibilities

- Participate in the MHA performance review process.
- Observe a workplace culture of continuous quality improvement. This includes evaluating and improving the current finance, administrative systems and procedures relevant to this area of MHA's operations role.
- Observe and practice Workplace Health and Safety policies, guidelines and procedures.
- Act as a member of the Senior Management Team.
- Other tasks as determined by the CEO from time to time.



CORE BEHAVIOURS

The following Core Competencies are the behaviours expected of an employee or potential employee:

Service Focus	<ul style="list-style-type: none"> • Manages operations with a continual focus on the impact of decisions and actions on clients, staff and the broader operations of MHA Care. • Manages complex client relationships. • Sets and tracks measures of client satisfaction to continually improve service provision. • Builds strong relationships with key clients. • Demonstrates and promotes a quality service culture by consulting and involving clients, colleagues and stakeholders.
Communication	<ul style="list-style-type: none"> • Creates comprehensive reports or other documents to communicate ideas or concepts related to complex or sensitive issues. • Presents information persuasively, with skill and power, seeking to influence an audience of critical importance to the Business, profession or discipline (e.g. conference presentation). • Uses political astuteness to negotiate and reach agreement at a senior level on complex issues
Motivation / Time Management	<ul style="list-style-type: none"> • Sets challenging and realistic goals and clear measures of success for themselves and their teams. • Identifies and handles impediments to achieving outcomes. • Demonstrates personal energy, and enthusiasm for programs and projects. • Delivers excellent outcomes within deadlines. • Demonstrates a passion for excellence and celebrates achievements
Flexibility & Adaptation – Change Management	<ul style="list-style-type: none"> • Provides open leadership and effective communication during change. • Builds and supports team resilience in changing times. • Plans change to focus on positive aspects and to minimise negative effects on individuals. • Maintains clarity and focus on outcomes in turbulent situations. • Demonstrates willingness to modify a strongly held position in the face of new information. • Builds a culture of continuous improvement within teams.
Strategic Thinking	<ul style="list-style-type: none"> • Creates strategic plans to realise organisational goals. • Anticipates situations in the longer term (3-5 years) and acts to identify strategic opportunities and address underlying problems. • Establishes and maintains business relationships with key stakeholders (government, business, and educational partners) to further the interest of the Business. • Maintains a clear sense of strategic direction within the international, national, and state contexts. • Makes sound strategic decisions on the investment of time and money to maximize return on investment for MHA Care.
Leadership	<ul style="list-style-type: none"> • Encourages and supports others to take on new challenges and opportunities. • Works effectively to reduce silos and encourage collaboration across MHA Care. • Is continually aware of own emotions and manages them effectively to create an effective working environment. • Lives and promotes the values and goals of MHA Care

POSITION SPECIFIC REQUIREMENTS & QUALIFICATIONS



Essential:

- Tertiary Qualification – Accounting (Degree level)
- Significant previous experience in a similar role
- Current satisfactory Police Check
- Current valid Driver’s Licence

Desirable:

- Appropriate post-graduate qualifications
- Knowledge of Home and Community Care Services
- Previous experience in the Not-for-Profit sector

KEY SELECTION CRITERIA

- Demonstrated knowledge and experience in the operation of Financial Management systems i.e. Reckon, QBO and MYOB.
- Strong political and business acumen
- Demonstrated interpersonal skills in building and sustaining relationships with a particular focus on leading, as well as being a part of a team
- Demonstrated experience in preparing and presenting financial reports as required by the CEO or Board of Management
- Experience in leading finance and administrative functions at a Senior Management Level
- Demonstrated experience and exposure to managing the services of finance and administration in order to lead and support the team members in their specialist roles
- The capacity to identify and control risks to the organisation that fall within the realm of Finance and administration
- Strong commitment to the principles underpinning good governance, sound financial and administrative management

ACCEPTANCE OF POSITION DESCRIPTION

This position description will be reviewed annually, when the position becomes vacant or as deemed necessary.

EMPLOYEE:

DATE:

MANAGER:

DATE: