

<i>Role Description</i>

POSITION:	Corporate Services Manager	PD No: 4.2
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Purpose:

The Corporate Services Manager is responsible to the Chief Executive Officer for providing best practice financial management across the INH business. Supporting the Chief Executive Officer, as the Corporate Services Manager, you will be expected to:

- Coordinate the provision of timely and accurate financial management and reports for both internal & external requirements at INH.
- Financial Management means (but not limited to):
- Accurate maintenance of the general ledger
- Monthly Journals
- GST/FBT/BAS compliance & reporting
- Completing monthly, quarterly and annual reporting requirements to state and commonwealth government departments
- Preparation and presentation of finance reports for senior management and board of management.
- Workcover Certification
- Direct supervision of the Administration Staff and the General Services Manager
- Have highly developed management and stakeholder engagement skills and be able to represent the finance team at a range of forums.

The Corporate Services Manager is required to interact on a regular basis with the Department of Health and other senior stakeholders;

The position will play a key role in the provision of financial and business management information and support to the Chief Executive Officer and the INH Board.

Key Selection Criteria:**Mandatory Qualifications:**

1. Undergraduate and/or Postgraduate qualifications in Accounting, Finance or Business Management
2. Sound understanding of the Aged Care environment, financial reporting including ACFR.
3. Advanced computer skills
4. Ability to adhere to strict timelines
5. Sound interpersonal skills
6. Influenza Immunisation annually (Exemption will only be accepted with a letter from your General Practitioner).
7. COVID 19 Immunisation
8. Current NDIS Worker Screening Check / National Police Check
9. Completion of the NDIS Worker Orientation Module

Desirable:

1. Experience in health administration and aged care.
2. Knowledge of financial applications, such as MYOB
3. Demonstrated understanding of Microsoft Office programs

Conditions of employment: Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 - 2025

Responsible to: Chief Executive Officer

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Main responsibilities:

- Manage the finance and accounting functions including revenue management, budgeting, forecasting and management reporting.
- Ensure monthly financial statements and both internal and external financial reports are completed and distributed on a timely basis.
- Coordinate all balance sheet accounts and monthly reconciliations
- Work with line managers to develop and review their budgets, implement budget plans and associated productivity benchmarks, and to monitor progress toward budget goals
- Be actively involved in system management approaches, corporate performance and the growth of a team-oriented culture
- Implement the system of responsible accounting, including budget and internal controls
- Keep the Chief Executive Officer aware of key financial developments and provide advice on any identified or known exceptions
- Contribute to the strategic planning and management of the operations in the Finance team.
- Support the relationship management of the External and Internal Auditors
- Attend and participate at Board meetings as required
- Ensure compliance with all financial regulatory and statutory requirements
- Implement effective internal controls & risk management procedures
- Implement appropriate policies and practices within the finance department to ensure the achievement and maintenance of accreditation standards
- Comply with all INH policies and procedures and legal requirements
- Ensure the timely provision of data to support decision making and efficiency of departmental activities.
- Coordinate the development of monthly reports for line managers
- Other tasks as directed

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Reporting requirements:

- Completion of Audits, as directed.
- Completion of Monthly, Quarterly and Annual Reports
- Completion of Monthly Board Report
- Attendance at Monthly Board Meetings
- Completion of Annual financial statements including reports required by VAGO and ACFR.
- Completion of Maintenance / Hazard Identification immediately upon the discovery of an unsafe environment or unsafe equipment.
- Completion of Incident Reporting immediately following an incident.
- Report any Infection Control issues to the Nurse Unit Manager.

Performance appraisal: at 6 months, then annually and as requested by the line manager.

Key Results Areas (KRAs) and performance criteria**1. CONDUCT**

- 1.1 Demonstrates a high standard of personal appearance and conduct, that is: clean, neat, tidy, punctual, and respectful language and manner toward customers, visitors and to each other.
- 1.2 Information related to a resident or staff member is at NO TIME discussed with anyone other than the relevant staff member providing service.
- 1.3 Demonstrates a flexible, and enthusiastic attitude toward undertaking a variety of tasks with a team approach

2. HEALTH & SAFETY

- 2.1 Participates in the risk management program and contributes to a safe work environment for self, other staff, and volunteers; and a safe service environment for consumers and visitors.
- 2.2 Reports immediately, any equipment or situation which has the potential to cause harm.
- 2.3 Completes an Incident Form, via VHIMS Central, for an event or situation that; resulted, or could have resulted, in harm to a consumer, staff member or visitor; or a complaint, loss or damage.
- 2.4 Participates in problem solving processes to resolve health and safety issues.
- 2.5 Demonstrates an understanding of all types of elder abuse, the appropriate action to take and the reporting requirements according to your role.

3. QUALITY IMPROVEMENT

- 3.1 Provides safe, quality service as a priority in your everyday work.
- 3.2 Provides competent service in accordance with the organisation's documented policies and procedures, and legislative requirements relevant to your role.
- 3.3 Encourages and supports consumers to provide feedback and to make complaints, including completing an Improvement Form on their behalf according to their wishes.
- 3.4 Actively participates in team meetings and quality improvement activities to improve the quality and safety of the care and services provided.

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4. KNOWLEDGE & SKILLS

- 4.1 Maintains own knowledge and skills by completing annual mandatory training and competency assessments related to your role; participating in ongoing education sessions, and; reading communication boards, newsletters and memos.
- 4.2 Annual training objectives are completed following performance appraisal to ensure you have the right skills and knowledge to perform your role.

5. SAFE & EFFECTIVE CONSUMER-CENTRED CARE

- 5.1 Promotes positive health care worker workforce relations resulting from effective workforce engagement and support and the creation of a culture of safety that empowers staff to speak up and raise concerns and to work together to seek solutions for consumer safety concerns.

6. RISK MANAGEMENT

- 6.1 Utilises systems and processes that are in place for relevant regulatory compliance including but not limited to; prescribed accounting standards, Health and Safety legislation, National Infection Prevention and Control Guidelines, compliance to the Quality of Care Principles – care and services for residential services, the Accountability Principles for compulsory reporting of elder abuse and unexplained absences, Privacy legislation and legal documentation requirements.

7. INFECTION PREVENTION & CONTROL (IPC)

- 7.1 Follows the organisations Infection Prevention and Control, policies, procedures and Work Practices.
- 7.2 Follows the direction of the IPC Lead.
- 7.3 Participates in the annual immunisation program, on an annual basis.
- 7.4 Reports any infection control issues to the Registered Nurse.
- 7.5 The annual Staff Development Program includes mandatory training and competencies for hand hygiene, standards and transmission-based precautions including; outbreak management. The Health Care Worker must complete these competencies on an annual basis.
- 7.6 Maintains knowledge of the Outbreak Management procedures.
- 7.7 Follows the direction of the Registered Nurse during an Outbreak Management process.

8. QUALITY PROGRAM

- 8.1 Participates in the organisational quality program.
- 8.2 Undertakes Audits, as directed.
- 8.3 Participates in Procedure and Work Practice review as requested.

9. NATIONAL DISABILITY INSURANCE SCHEME (NDIS)

- 9.1 Working knowledge of, and compliance with, National Disability Insurance Scheme Act 2013 and NDIS Code of Conduct
- 9.2 Promote a supportive and positive working environment for NDIS participants.

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Physical Demand Analysis	Type of Work: A = Administrative C = Care S = Services
	Frequency: Continuous (C) = 75% to 100% of the shift Frequent (F) = 25% to 75% of the shift Infrequent (I) = 0% to 25% of the shift Note: Assistive technology will be considered on an individual basis.

Physical demand	Frequency for type of work		Description
		C	
Standing and Walking		F	Standing and walking are major requirements for carrying out tasks and are required for movement around the facility. The ability to fully use both legs on variable surfaces is required.
Sitting		C	Sitting is required when carrying out documentation or administrative tasks.
Climbing		I	Climbing is required to go up and down stairs and steps. Requires body agility and the ability to use both legs and feet and hands/arms to use hand rails. A lift is available to move from one floor to another.
Balancing		I	Balancing is required to maintain body steadiness to prevent falling when walking, standing, crouching and/or lifting whilst carrying out task requirements.
Lifting and carrying		I	Lifting and carrying is required in the movement of objects around the facility including movement from lower to higher and/or horizontally and/or place to place. The ability to fully use both arms and hands is required.
Pushing and Pulling		I	Pushing and pulling objects around the facility including but not limited to trolleys, wheeled chairs and manual handling equipment.
Bending & Crouching		I	Bending at waist level whilst carrying out tasks is required. Ability to crouch to floor level when required.
Kneeling		I	Kneeling can be required whilst carrying out tasks.
Reaching & stretching		I	Reaching and stretching is required in carrying out tasks, and in the movement of objects within the facility.
Twisting		I	Twisting may be required in carrying out tasks. The ability to reach in all directions and to twist at the waist is required.
Grasping/ Finger Movement		F	Grasping and fine finger movement is required to hold objects. The ability to do repetitive motions with hands, wrists and fingers is required.
Handling and Feeling		C	Finger dexterity and hand-eye coordination, along with full hand and wrist movement is required. The ability to distinguish the features of objects by touch, particularly with the fingertips is required.
Talking & Communicating		C	Talking and communicating is required to carry out tasks. An excellent understanding of the English language and the ability to communicate effectively is required.
Hearing		C	Hearing and the ability to interpret what is being heard is required to carry out tasks. Ability to maintain hearing acuity, with correction, if required.
Vision		C	Vision and ability to recognise objects to determine depth perception, to discriminate between colours and read documents is required to carry out tasks. Ability to maintain 20/40 vision using correction, if required.
Smelling		I	Ability to distinguish odours and identify hazards is required when carrying out tasks.
Repetitive Motions		I	Repetitive motions of the wrists, hands or fingers are required when carrying out tasks.

I(Please Print) have read and understand the Position Description requirements including the Physical Demands and agree that I have the capacity to do this position. I agree to follow the requirements set out in the position description and understand that the information provided is a general outline and may not include every aspect of the position.

Signature: _____ **Date:** _____