

Position Description

Position Title:	General Manager, Finance
Program/Section and/or Portfolio:	Finance
Location:	Melbourne. Travel to other locations will be required.
Reports To:	Chief Financial Officer (CFO)

This Position Description intends to describe the general scope, level of work, accountabilities, and responsibilities of the position. It does not necessarily include all duties and responsibilities.

This Position Description may be altered in accordance with the changing requirements of the position.

About CatholicCare Victoria

CatholicCare Victoria is a leading and influential provider of charitable and social services in Victoria. The *Mission* of CatholicCare Victoria is to build communities that recognise and nurture the dignity of each person. Our employees share our *Mission* for a stronger, more inclusive society through supporting individuals, families and communities in times of need, especially those who are most disadvantaged, vulnerable, marginalised and/or at risk.

CatholicCare Victoria delivers excellence in a broad range of child, family and youth services, family relationship services, school counselling and pastoral care services, social housing, employment and advocacy services across various office locations and delivery sites in Victoria.

CatholicCare Victoria draws on the principles of Catholic Social Teaching to inspire and direct our endeavours. We value and respect human dignity and embrace diversity in an inclusive work environment.

CatholicCare Victoria Values

Values	Behaviours
Respectfulness	We value people for who they are and recognize what they are doing. We interact with others honestly and in a positive, considerate, and caring matter.
Integrity	We value the work we do. We are fair, honest, and trustworthy. We act professionally, take accountability for our actions, and keep our promise.
Inclusivity	We welcome everybody, working to enable everyone to feel like they belong and have a place – from a face to be seen and a voice to be heard.
Collaboration	We walk alongside clients, communities, and each other. We contribute to the work and lives of others so that we can all achieve our best, together.

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Compassion	We connect with each other’s stories. We acknowledge the inherent strengths and diverse experiences of others. We act with kindness and care in all our relationships, helping each other to address our challenges in a safe and welcoming environment.
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About the Finance

Our Finance team play a significant role in ensuring that CatholicCare Victoria’s assets are in the right place at the right time. The team is made up of financial specialists who identify appropriate funding information and communicate it to CatholicCare Victoria so that we can make informed judgements and decisions. Their ongoing support and operational effectiveness assist in ensuring that funds are available to Centacare programs to help us achieve our goals.

Position Summary

Reporting to the CFO in a finance leadership position, this role will play an important part in driving transformational change of the finance function, managing business performance, ensuring timely high-quality information to support key decision making, and delivering on the CatholicCare Victoria strategic objectives. This role will also be responsible for ensuring the integrity of financial reports, driving process improvement and operational performance by identifying and executing on opportunities for greater efficiency and quality of management information.

The position of General Manager Finance encompasses the following functions or key result areas:

- The General Manager Finance is responsible for providing key financial and business leadership to the CFO and the Executive Leadership Team
- Ensures appropriate Internal Controls are maintained within the organisation
- Undertake analysis and design for the development and implementation of allocated finance projects, and monitoring completion
- Providing financial leadership to the business in all significant transformational processes
- Taking the lead on all internal and external audit recommendations and relationships
- Taking the lead on the management of risk
- Maintain relationships with key internal and external stakeholders
- Managing and mentoring finance staff

Key Result Areas and Responsibilities

The order in which key result areas and responsibilities are listed is not necessarily significant.

Key Result Area	Key Responsibilities
Strategic and Business Planning	<ul style="list-style-type: none"> • Support the Chief Financial Officer in preparing and implementing strategic and business/operational plans and budgets for Finance aligned to the Mission and strategic plan of CatholicCare Victoria • Contribute to translating strategic priorities for Finance into operational/business plans • Contribute to the implementation and monitoring of operational/business plans within the Finance to meet the service requirements and strategic objectives

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Service Delivery and Change Management	<ul style="list-style-type: none"> • Ensure the service culture is consistent with the values of CatholicCare Victoria and maintain the highest levels of customer focus and integrity • Lead change and innovation that promotes service improvement • Ensure that staff receive the appropriate level of professional development
Financial Management	<ul style="list-style-type: none"> • Prepare year-end accounts and statutory accounts • Provide a quality overview for the financial component of all monthly and annual reports that are the responsibility of the office of CFO • Establish standards of financial and accounting practice/protocols/policies • Prepare and provide key information to support grant applications for the business to support earned revenue streams • Ensure continuous improvement and develop, implement, and maintain processes and procedures across finance and related disciplines • Ensure robust financial and business policies exist and are regularly updated • Ensure financial quality aspects of all major, cross organisational business cases • Represent the office of CFO on all significant long-term planning and business transformation initiatives as directed • Coordinate and report on all revenue streams to CCV
Treasury / Cash Flow	<ul style="list-style-type: none"> • Oversee the preparation and management of cash flow statements and controlling expenditure and cash flow • Together with the CFO manage relationships with CCV's funding partners
Capex	<ul style="list-style-type: none"> • Oversee all Capital Expenditure transactions • Maintain controls across purchase orders and payments, prepare relevant Capital
Financial controls / Annual Report	<ul style="list-style-type: none"> • Ensure organisation financial controls are appropriate and operate efficiently • Manage year and Annual report processes, including liaison with external auditors •
Budgeting & Forecasting	<ul style="list-style-type: none"> • Work with the Executive Leadership and the Organisation Performance teams in the preparation of budgets and forecasts
External Reporting & Compliance	<ul style="list-style-type: none"> • Ensure that all finance related reporting requirements comply within agreed timeframes
Audits	<ul style="list-style-type: none"> • Adhere to and maintain internal controls, ensuring procedures and processes are correctly followed • Conduct or assist with internal audits as assigned • Assist with annual external audit requirements, providing documentation and substantiation as required

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	<ul style="list-style-type: none"> • Manage all recommendations from auditors and ensure all agreed recommendations are implemented in a timely manner
Leadership and People Management	<ul style="list-style-type: none"> • Provide leadership, mentoring and support, and be a role model to all members of the Finance team • Provide professional and managerial leadership to the Finance team as delegated by the CFO • Promote high performance and a positive staff culture, empowering staff to act within the agreed scope of their role and achieve their objectives • When required, act with the delegated authority of the CFO as directed (2iC role) • Foster excellence in attraction, development and retention of staff and volunteers • Proactively address any issues around conflict management, grievance management and work health and safety in accordance with People and Culture policies and procedures

The position is also required to perform other duties as lawfully and reasonably directed.

Reporting and/or Supervision Relationships and Authority

Reporting Relationship:

The position reports to and works under the broad strategic and operational direction of the Chief Financial Officer.

Position/s Reporting to the role:

The position is responsible for providing direct leadership and management to the following positions:

- Financial Accountant
- Payroll staff x 3
- Accounts Assistants x3
- Accounts Payable staff x3

The position will also provide influential leadership for all staff within Finance as required.

Authority:

The General Manager, Finance works under the broad direction of the Chief Financial Officer with responsibility for operational planning. The position works with a significant degree of autonomy and has significant delegated authority.

The position is required to work within the relevant delegation's policy, procedure and guidelines of CatholicCare Victoria.

Stakeholder Relationships

Internal Relationships:

- Works collaboratively with the Executive Leadership, Client Facing General Managers, the Organisation Performance Team, other Finance Team members and CatholicCare Victoria employees across the organisation.

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External Relationships:

- A range of stakeholders, in particular the Australian Taxation Office (ATO), banking bodies, other regulatory bodies, external auditors and the providers of CatholicCare Victoria's Accounting system.

Organisational Responsibilities of the Position

Workplace Health and Safety (WHS)

CatholicCare Victoria is committed to the health, safety and wellbeing of employees, volunteers, contractors, clients and other people within our workplaces. The position is required to perform the responsibilities of the position adhering to the *Occupational Health and Safety Act (2004)*, in particular to:

- take reasonable care for your own and others' health and safety within the workplace;
- take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others;
- cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace;
- report all injuries, illness, near misses or hazards as per CatholicCare Victoria policies and procedures; and
- participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

The position is also required to ensure a safe and healthy work environment for all employees, contractors, clients, volunteers and visitors.

Cultural Safety and Respect

CatholicCare Victoria acknowledges the history, culture, diversity and value of all Aboriginal and Torres Strait Islander Peoples, and pays respect to their Elders past and present, as well as acknowledging future generations.

The position is required to work with Aboriginal and Torres Strait Islander Peoples in a culturally safe and respectful way.

Safety of Children, Young People and Vulnerable Adults

CatholicCare Victoria is committed to the safety of children, young people and vulnerable adults.

The position is required to perform the responsibilities of the position adhering to the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards* and any other relevant standards and/or legislation.

Risk Management, Accreditation and Quality Improvement

The position is required to actively participate in risk management, accreditation and quality improvement processes, procedures, systems and initiatives, including reporting risks, incidents and feedback in a timely and responsible manner.

Policies, Procedures and Legislative Requirements

The position is required to undertake the responsibilities of the position adhering to all CatholicCare Victoria policies, procedures and practice guidelines and relevant standards and/or legislation including, but not limited to:

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- Code of Ethics and Conduct for CatholicCare Victoria;
- information privacy and confidentiality;
- equal opportunity, anti-discrimination and anti-bullying; and
- inclusion and diversity.

Key Requirements

Qualifications and/or Training

1. A relevant degree with relevant experience or an associate diploma in Finance with substantial experience.
2. CA or CPA qualified

Experience

3. Previous experience working with the community services sector.
4. Previous experience and sound understanding of Microsoft Dynamic Business Central.
5. Substantial knowledge and experience in a fast-paced internal accounting environment.

Knowledge, Skills and Attributes

6. Demonstrated expertise in building and leading high performing teams, getting the best out of your staff through motivating them and providing ongoing challenge and development.
7. Commercial and big picture thinker, who is proactive in monitoring trends and identifying opportunities, developing and executing plans to maximise financial performance.
8. Well developed priority and time management skills with the ability to multi-task and work independently, as well as adapt to changing responsibilities and technology.
9. Demonstrated organisational and coordination skills, including the ability to manage multiple complex competing demands while meeting deadlines.
10. Strong desire for continual professional development.
11. Demonstrated knowledge of relevant legislation and current financial policies, procedures and guidelines.
12. Demonstrated capacity to sustain effective relationships with organisational staff and management, as well as external stakeholders in both written and verbal format. Well-developed Microsoft Office skills in Word and Outlook, and a high level of proficiency in Excel.
13. Demonstrated commitment to the safety of children, young people and adults in a respectful and inclusive environment for all diversity groups in accordance with the Catholic Safeguarding Standards the Child Safe Standards and any other relevant legislation.

Child Safety

14. Demonstrated commitment to the safety of children, young people and adults in a respectful and inclusive environment for all diversity groups in accordance with the *Catholic Safeguarding Standards*, *National Principles for Child Safe Organisations*, *Child Safe Standards* and any other relevant legislation.

Other Requirements

- Current driver's licence.
- Current Victorian Working with Children Check.
- Current Australia-wide Police Check.

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- A Statutory Declaration (provided by CatholicCare Victoria) to declare that: you have not lived overseas for more than 12 months in one country; OR if you have lived overseas for more than 12 months, that you have no criminal history overseas
- International Police Check (where applicable).
- Disqualified Carer’s Check (where applicable).
- Right to Work in Australia.

Please note, CatholicCare Victoria will conduct the Police Check/s and Disqualified Carer’s Check.

It is the incumbent’s responsibility to maintain a current valid Driver’s Licence, Victorian Working with Children Check and Right to Work in Australia.

The incumbent is required to agree to undertake a Police Check every three (3) years (or earlier to comply with specific contractual or legislative obligations and requirements).

Signatures

This section is to be signed upon appointment:

Name:	
Signature:	
Date:	

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