

JOB AND PERSON SPECIFICATION

Title of Position:	Head of Finance & Administration
Type of Position:	Permanent full time (1.0FTE or up to 38 hours per week)
Approved by:	Chief Executive
Indicative Salary Range:	Between \$80k and \$100k p/a depending on skills & experience, plus superannuation. <i>As a registered public benevolent institution (PBI) YO employees can salary sacrifice up to \$30,000 p/a of which \$15,899 is exempt from Fringe Benefits Tax. A salary comparison estimator is available on request.</i>

JOB SPECIFICATION

1. Summary of the broad purpose of the position, and its responsibilities and duties

The Head of Finance and Administration (HoFA) is a key member of the leadership team who is accountable for the following Key Result Areas (KRAs):

1. Efficient and compliant financial management and reporting
2. Facilitation of strategy development and business performance reporting
3. Provision of organisation-wide business services, administration, policy and procedures
4. Ensure organisation-wide compliance with needs of external parties
5. Safety, people leadership and culture

2. Reporting / Working relationships

Reporting relationships:

- Reports to the Chief Executive
- Is direct line manager of *Office Manager, Administration Officer and Accounts Officer*

This position requires the development of positive working relationships with:

Internal

- All staff
- The Marshman Foundation
- Board of Directors – specifically the Treasurer

External

- Compliance agencies – ATO, ACNC, SafeWork SA, Department for Education, Consumer & Business Services, Auditor etc.
- Partnership organisations
- External consultants, volunteers and experts in areas of accountability

3. Statement of Key Accountabilities

KEY RESULT AREA (KRA)	KEY RESPONSIBILITIES
Financial Management and Reporting	<ul style="list-style-type: none"> • Maintain the integrity of financial processes and procedures including the management of the financial database (Reckon) • Provide effective and timely costing and annual budget models that assist the organisation to reach its strategic and budget targets • Provide timely and accurate financial analysis and management reporting to the CE, management team and Treasurer • Maintain a clear and accurate balance sheet at all times • Manage cash balances and prepare regular cash flow forecasts • Provide timely financial information that assists in the preparation of quality grants and acquittals • Be involved in the financial preparation before events and work with fundraising staff after events to reconcile financial results and follow up outstanding monies • Maintain high integrity and accuracy in all data collection systems and reporting
Strategy Development and Business Performance Reporting	<ul style="list-style-type: none"> • Facilitate the development of the organisation's strategy in collaboration with the Board and management team • Report on the success of the organisations strategy and activities • Ensure that all finance and administration strategies follow best practice within the NFP sector • Ensure all policy and procedures are aligned with the organisational strategy and compliance needs • Lead the key activities allocated to this role in the organisations strategy
Business Services, Administration, Policy and Procedures	<ul style="list-style-type: none"> • Directly oversee the strategy and function of the IT, HR, WHS and Payroll functions in collaboration with the management team, consultants/contractors, external stakeholders and where appropriate the Board • Oversee the Administration function for the organisation including volunteer management • Oversee the development and maintenance of all organisation policies and procedures • Manage asset and risk management processes in collaboration with the management team and the Board • Oversee the processing of the fortnightly payroll including the management of contracts with external payroll service providers and external salary packaging provider
Compliance with Needs of External Parties	<ul style="list-style-type: none"> • Ensure compliance with the needs of external parties across the organisation including at Board level • Meet regular reporting/lodgement requirements to ACNC, ATO, SafeWork SA, Department for Education, Consumer and Business

KEY RESULT AREA (KRA)	KEY RESPONSIBILITIES
	Services and any other external bodies <ul style="list-style-type: none"> • Lead the commissioning of the annual financial audit
Safety, leadership & culture	<ul style="list-style-type: none"> • Contribute to and lead the ethos of a safe working environment for all • Ensure awareness and compliance with child safety best practice for self and staff • Direct line supervision of direct reports in compliance with the Workforce Development Best Practice Guide [under development] and in conjunction with the Chief Executive • Ensure compliance for all administrative requirements for direct reports including time sheets, leave applications and currency of core training • Actively engage in the management team to develop high levels of collaboration that ensure the organisation optimises all operational opportunities • Promote and enable high levels of engagement, motivation and a positive culture in line with our cultural pillars, both within and across teams • Attend YO events and where required perform agreed duties • Act as an ambassador for Youth Opportunities at all times

4. Values & Cultural Pillars

All Youth Opportunities staff are expected to role model, encourage and demonstrate behaviours consistent with our values and our cultural pillars:

Values

- People
- Opportunity
- Empowerment
- Quality
- Happiness

Cultural Pillars

- Trust
- Acknowledgement / Value
- Accountability
- Honesty / Transparency

PERSON SPECIFICATION

1. Personal Abilities / Aptitudes / Skills

- Embody personal leadership and commitment to personal growth focus consistent with the Youth Opportunities ethos of personal empowerment and leadership
- Proven ability to exercise initiative, judgment and provide expert advice where practices and direction are not clearly defined
- Ability to liaise effectively with a variety of stakeholders at a range of levels confidently and professionally
- Advanced skills in managing multiple priorities and deadlines simultaneously with a calm and focussed approach, both for self and others

- Highly developed skills in working with and supporting staff on financial matters
- Highly developed skills in managing budgets and providing clear management reporting
- High level of attention to detail and accuracy
- Advanced skills in Microsoft Office (especially Excel) and data management software
- Highly developed interpersonal, conflict resolution and assertive communication skills
- High level verbal & written communication, presentation and facilitation skills

2. Educational / Vocational Qualifications

- Tertiary qualification in Finance, Accounting or similar field [essential]
- Full member of CPA or CA [essential]

3. Knowledge and Experience

- 3 years' experience in a similar management role with strategic focus [essential]
- Experience preparing and presenting management and board reports [essential]
- Experience with CRM systems and CMS [essential]
- Experience in continual improvement project and change management [desirable]
- Experience in compliance monitoring, data analysis and reporting [desirable]
- A strong understanding of the not-for-profit sector [desirable]

4. Special Conditions

- Out-of-hours Work: this position may be required to undertake out-of-hours work. This will be negotiated on a needs basis.
- Transport: at times, this position requires availability and willingness to utilise your private vehicle for local and regional travel recording the km's for reimbursement.
- Driver's Licence [essential]
- Department of Communities and Social inclusion – Child Related Clearance [essential]
- First Aid Certificate [desirable]
- This role is based in Adelaide at the Youth Opportunities head office