



POSITION DESCRIPTION

POSITION TITLE	Finance Manager
PROGRAM	Corporate Services
REPORTS TO	CEO
LOCATION	This position is based in Brunswick. From time to time the incumbent may be requested to work from, or to be based at, other Hope Street sites.
DAYS & HOURS	Permanent Part-Time 0.9 FTE Monday – Friday between hours 8am – 6pm by agreement.
CLASSIFICATION	Social, Community, Home Care and Disability Services (SCHCADS) Award 2010 – Level 7 Access to NFP tax concessions specifically salary packaging scheme offering up to \$18,450 of our salary tax free.
OVER AWARD CONDITIONS	Personal Carers leave – 12 days in first year of service and 14 days per year thereafter

ORGANISATIONAL INFORMATION

Hope Street Youth and Family Services Limited ("Hope Street") based in the Northern and Western regions of Melbourne, is one of the longest established specialist youth homelessness services in Victoria delivering a broad range of support services to young people who are experiencing or at risk of homelessness.

With 40 years' experience in delivering responsive services to young people in local communities, Hope Street provides both strategically targeted and holistic programs for young people aged 16 – 25 years old, including young families. These programs incorporate the following:

- Short term supported crisis accommodation
- Assertive outreach support
- Youth reconciliation involving counselling and support for young people and families
- Advocacy, resource and referral services
- Supported transitional housing

Hope Street is a not-for-profit organisation whose vision is a society in which all young people and young families have a safe place to call home. Our purpose is to influence change to end youth homelessness and empower young people and young families to reach their full potential. Our values are Fairness, Collaboration, Social Justice, Integrity, Diversity and Hope.

Hope Street has a zero tolerance to all forms of violence, including child abuse, and is committed to creating safe communities which focus on the best interests of children and young people. The organisation promotes the safety and empowerment of all children and young people acknowledging both their individual diversity and cultural heritage.

Visit our website www.hopest.org for more information.

POSITION INFORMATION

The Finance Manager will support the Chief Executive Officer and the Finance Committee in budget development and financial systems that support Hope Street's goals to provide a sustainable model of service, remain a financially viable organisation and improve physical resources and subsequently safety and wellbeing of clients, staff and the community.

The Finance Manager will provide accurate and timely advice to the CEO, the Finance Committee and management team to ensure responsibilities are able to be undertaken with respect to financial planning (annual as well as 3-5 years), implementation of the annual budget, reporting, annual audit, strategic planning and financial compliance. This position will provide advice on award and legislative compliance



impacting the organisation. This role will also undertake special projects as directed by the CEO and/or Finance Committee.

The Finance Manager will provide leadership and direction to the Finance and Payroll Officer.

KEY RESPONSIBILITIES

To be conducted in accordance with the policies, procedures and standards of Hope Street including the Financial Management Manual. Preparation of financial records in accordance with appropriate Australian Accounting Standards, Federal and State legislation, and Taxation requirements.

The Finance Manager, reports to the CEO and indirectly to the Finance Committee (Board of Directors) must provide a monthly Declaration of Compliance confirming the lodgement and payments of all statutory obligations (including but not limited to BAS/IAS returns, superannuation) and the submission of all monthly, quarterly, and annual reports as required.

Strategic Finance Management

- Provide accurate, timely and practical specialist financial services and advice on all aspects of financial operations, including policy and procedural issues to key stakeholders including the CEO, committee members and executives.
- Work with the CEO and Finance Committee to develop an annual budget that is reflective of the strategic direction of the organisation.
- Comply with all legislative and regulatory requirements, organisational Policies, procedures, and guidelines.
- Support the CEO and Finance Committee to ensure the development and implementation of highly developed financial management (including registers, policies and procedures) as well as reporting systems that ensure compliance with relevant legislation and Australian Accounting Standards.
- Contribute to the Finance Committee as a member, with the provision of financial reports that are accurate, and provide all related information required for good governance and provided within determined timeframes.
- In conjunction with the CEO, develop the annual budgets and financial projections in a timely manner for the Finance Committee consideration, reflecting the strategic plan and available resources.

Leadership and Management

- Provide leadership to the Finance and Payroll Officer and IT Coordinator including monitor performance and provide timely feedback and support and conduct regular performance reviews as required.
- Participate actively in the Finance Committee and provide strategic advice and leadership as a member of the Executive Team.
- Assist the Operations and Program Manager(s) to induct newly recruited staff on their responsibilities in relation to the financial management of their programs or campaigns, including providing training in financial administration procedures, budget management and other key areas as required.

Growth and Sustainability of the Organisation

- Provide the CEO and management team with all relevant financial information for the completion of submissions and proposals for the development of new programs and initiatives.
- Complete and submit and/or provide to the CEO and/or management team acquittals and required financial reports in accordance with determined timelines and contracts with government and non-government entities.
- Grants and revenue administration and reporting.
- Management of cash resources and investments.

Financial Management



- Manage Hope Street's finances including timely and accurate preparation of the annual budgets, monthly reconciliations, monthly reports and management analysis, PAYG Summaries, BAS statements and the annual financial statements.
- Ensure compliance with relevant statutory, regulatory, policy and Australian Accounting Standards and report on annual statutory and taxation requirements as appropriate (including annual accounts, audits, BAS, PAYG instalments, superannuation, Workers Compensation, FBT and GST lodging and reporting in a timely manner).
- Identify opportunities and implement improvements in processes of financial accounting to achieve efficiencies.
- Manage and supervise the efficient, timely and compliant fortnightly administration of payroll.
- Ongoing management of debtors, creditors and project accounting processes ensuring these processes maximise Hope Street's financial outcomes.
- Ensure effective management of Hope Street's cashflow, including cash management, cashflow budgeting and forecasting where required.
- Work with the Executive, Finance Committee and Leadership Teams to maintain the organisational and individual project budgets and develop and implement budgetary system improvements.
- Implement a Business Continuity and Risk Management planning process to ensure that Hope Street's Financial Management systems are sound and operate within the agreed "risk profile".
- Monitor Hope Street's financial performance against budget projections.
- Maintain, review and make changes to the Chart of Accounts annually and as required.
- Other duties as reasonably directed by the CEO.

Finance and Payroll

- Project manage the transition to a new payroll system and delegate tasks as required
- Prioritise and supervise the work of the Finance and Payroll Officer to ensure:
 - Accurate and timely processing of salaries including salary packaging and all statutory payments in accordance with State and Federal legislation.
 - Staff entitlements including Long Service Leave, Annual Leave, Time in Lieu, Public Holiday Leave, Sick Leave are calculated and recorded in accordance with the SCHCADS Award.
 - Staff are provided with a pay advice of wage payment, deductions and entitlements each fortnight.
 - Monthly PAYG returns are processed.
 - Payment of employee taxes and superannuation in accordance with legislation.
 - Reconciliation of payroll records for preparation of annual returns (such as Workcover etc).
 - Advise and assist the Finance and Payroll Officer as required.

Fixed Assets, IT, Financial, Systems Management

- Oversee all Financial and Payroll Functions and Software.
- Investigate investment options for recommendation to CEO and Finance Committee.
- Maintain accurate records of Hope Street's assets owned, leased/rented.
- Prepare maintenance and capital expenditure programs for all assets Hope Street has an interest in.
- Purchase all IT, Telecommunications and Assets within Budget allocations.
- Assist and advise the Leadership Teams with the development of systems to better monitor financial performance of their programs and activities.
- Communicate with Executive Leadership Team to ascertain their needs with regard to assets management.
- Evaluate and where necessary initiate timely asset acquisitions.
- Prepare maintenance and capital budgets for the assets including properties in consultation with the relevant stake holders.
- Conduct and report on due diligence activities as required.
- Monitor and report on the performance of the property agents and property developers against contractual obligations.
- Maintain assets management records to the Australian Accounting Standards.



- Prepare and present reports and make recommendations to the CEO and/or Executive Leadership Management Team and funding agencies as required.
- Carry out any other duties assigned by the CEO.

Annual Audit Management

- Prepare final accounts and depreciation schedule for the Auditor Annually.
- Liaise with the Auditor in consultation with the CEO, to ensure the Auditor has required information, documentation to conduct audit.
- In consultation with the CEO and Finance Committee, implement recommendations from the Auditor.
- Manage the annual audit in a timely and structured manner ensuring completion of the annual financial statements is in accordance with the audit timetable.
- Ensure financial and other monitoring requirements of funding bodies are fulfilled.
- Maintain records as appropriate for the audits and compliance as well as day to day use.

General

- Adhere to Hope Streets values of Fairness, Collaboration, Social Justice, Integrity, Diversity and Hope.
- Adhere to the Child Safe Standards and Hope Street Code of Conduct.
- Comply with organizational policies and procedures as updated from time to time.
- Maintain a safe environment at all times.
- Undertake a police check prior to commencement and every three years thereafter and inform Hope Street immediately of any convictions.
- Maintain an up to date Working with Children Check.
- Actively participate in supervision and performance review procedures.
- Contribute to a positive organizational culture.
- Actively work individually and collectively to achieve a service and work environment where equality of opportunity, access and inclusion are fostered.
- Undertake other duties as requested.

KEY SELECTION CRITERIA

1. Hands on experience with MYOB and Microsoft products including Teams and SharePoint.
2. Familiarity with the Social, Community, Home Care and Disability Services Industry Award (SCHADS Award) is desirable.
3. Highly developed organisational and problem solving skills reflecting sound record keeping processes.
4. Demonstrated understanding of Auditing Procedures.
5. Demonstrated ability with MYOB payroll and knowledge of all associated statutory requirements including superannuation, PAYG, Work Cover.
6. Demonstrated ability with processing BPAY transactions.
7. Demonstrated ability to prepare BAS statements in accordance with legislation.
8. Tertiary qualification, majoring in Accounting or an Accounting Degree or its equivalent.
9. Highly ethical and professional approach.

Employee Name _____

Manager Name _____

Employee Signature _____

Manager Signature _____

Date _____

Date _____