

# ROLE STATEMENT

Role Title:	Finance Manager (contract) (Full time: 38 hours per week)
Department:	Finance
Location:	Brisbane Office
Reports to:	Director of Finance and Administration (DFA)

Direct Reports (roles):	Total Number of Reports (head count):
Financial Accountant Accountant Accounts Administrative Assistant 2 x Donations Administrators	5

SU QLD Vision & Mission
<p>Our <b>mission</b> is to bring God's love, hope and good news to children and young people.</p> <p>Our <b>vision</b> is to see each child and young person connected and supported in community, serving others, and experiencing fullness of life.</p> <p>SU QLD is an inter-denominational Christian organisation which has worked in schools for more than 80 years and has successfully employed chaplains since 1990. We have more than 700 people and a highly valued network of 3500 volunteers.</p>

Purpose of Role
<p>Reporting to the Director of Finance and Administration (DFA), the Finance Manager (FM) is responsible for the management of the Finance team and the delivery of accurate and timely financial information to stakeholders. This role is critical to the ongoing development and improvement of the business planning and forecasts. Responsibilities include budgeting and forecasting process as well as management of organisation-wide cash flows. The FM will manage all trends, actual and variance analysis as well as handling revenue and margins analysis. This role will also be responsible in providing assistance to the Executive in strategic business planning, as well as the development and maintenance of Finance policies and procedures.</p>

Key Relationships	
Internal	<ul style="list-style-type: none"> <li>○ Chief Executive Officer (CEO)</li> <li>○ Director of Finance and Administration (DFA)</li> <li>○ Finance Project Specialist</li> <li>○ Financial Accountant (FA)</li> <li>○ Accounts Administrative Assistant (AAA)</li> <li>○ Accountant</li> <li>○ Field Management and Office Professionals</li> <li>○ Finance Committee (FINCOM)</li> <li>○ IT team</li> </ul>
External	<ul style="list-style-type: none"> <li>○ Local Chaplaincy Committees (LCCs)</li> <li>○ External Auditors</li> <li>○ Regulatory authorities (eg: ACNC, ASIC)</li> <li>○ Banks</li> <li>○ Other Scripture Unions across Australia</li> </ul>

Key Accountabilities	Expected Outcomes
<p><b>1. Budgeting and Forecasting</b></p> <ul style="list-style-type: none"> <li>○ In conjunction with the DFA, Business Unit Managers and the Accountant, prepare the annual operations budget for approval by the Board, including the capital expenditure budget.</li> <li>○ Assist line managers and Executive Team with project budgeting</li> <li>○ In conjunction with the DFA, prepare forecast reports for FINCOM</li> </ul>	<ul style="list-style-type: none"> <li>○ Positive feedback from Department Executive/Direct Role Supervisor and relevant colleagues.</li> <li>○ Approval of budget within given timeframes.</li> </ul>
<p><b>2. Strategic Business Planning</b></p> <ul style="list-style-type: none"> <li>○ Assist the CEO and DFA with strategic planning and special projects as required.</li> </ul>	<ul style="list-style-type: none"> <li>○ Meeting deadlines for planning, information and analysis.</li> </ul>
<p><b>3. Banking and Investments</b></p> <ul style="list-style-type: none"> <li>○ Monitor cash flows (daily &amp; weekly) and investment of funds in accordance with policy directives, in consultation with the DFA and prepare appropriate reports for management and the Board</li> <li>○ Create and delete users on Australian Money Market (AMM) and NAB</li> <li>○ Petty Cash review and approval reconciliation done by AAA.</li> <li>○ Corporate Credit cards: Balance increases &amp; decreases, Pin resets, applications for new cards, cancellation of cards.</li> <li>○ Quarterly review of cardholder's usage and deletion of credit cards as required.</li> <li>○ Daily NAB banking approvals</li> <li>○ Bank matters &amp; Letters- coordinate with NAB on deletions and additions of signatories and authorised users</li> </ul>	<ul style="list-style-type: none"> <li>○ Positive feedback from Department Executive/Direct Role Supervisor and relevant colleagues.</li> <li>○ Compliance with pre-approved timelines.</li> <li>○ Successful implementation of approved changes</li> <li>○ Maintain an effective working relationship with NAB and AMM</li> </ul>
<p><b>4. Preparation of reports</b></p> <ul style="list-style-type: none"> <li>○ Review and approve monthly department management reports (Actual v Budget) prepared by the Accountant to Executives and all line managers, including commentary, and report significant variances ( +/- 10% or greater) to DFA.</li> <li>○ Together with DFA and FA, review and approve monthly FINCOM reports and charts</li> </ul>	<ul style="list-style-type: none"> <li>○ Positive feedback from Department Executive/Direct Role Supervisor and relevant colleagues.</li> <li>○ Compliance with pre-approved timelines.</li> </ul>

<p><b>5. Accounts Payable and Supervision</b></p> <ul style="list-style-type: none"> <li>○ Approve all Corporate payment requests by checking against the budget before processing in MYOB</li> <li>○ Assist Accounts Administrative Assistant to improve coding accuracy.</li> <li>○ Daily Bank approvals for SUQ &amp; Body Corporate</li> <li>○ GST Review: Fringe benefits cards; manage and check GST refunds to chaplains and staff.</li> <li>○ Arrange additional volunteer help when required.</li> </ul>	<ul style="list-style-type: none"> <li>○ Internal controls maintained and coding errors minimized</li> <li>○ GST refunds processed monthly and paid quarterly</li> </ul>
<p><b>6. Forecasting and payment approvals</b></p> <ul style="list-style-type: none"> <li>○ Reviewing forecasts of LCC accounts</li> <li>○ Checking all chaplaincy accounts for incorrect balances and errors</li> <li>○ Regular meetings with Field Support Delivery Manager to discuss deficit balances of LCCs</li> </ul>	<ul style="list-style-type: none"> <li>○ Regularly meeting and managing LCC balances with Field support team leader</li> <li>○ Positive feedback from Field Support.</li> </ul>
<p><b>7. Body Corporate</b></p> <ul style="list-style-type: none"> <li>○ Review of Body Corporate end of financial year reporting done by Accountant</li> <li>○ Review and approve interim reporting prepared by the Accountant</li> </ul>	<ul style="list-style-type: none"> <li>○ Positive feedback from DFA and Body Corporate Manager</li> <li>○ Reporting completed within agreed timeframes</li> </ul>
<p><b>8. Accounting Services for External customers</b></p> <ul style="list-style-type: none"> <li>○ For SU ACT: Review and approve accounting services provided by Accountant. In conjunction with the Accountant, prepare the annual budget and liaise with auditor during the year end audit.</li> <li>○ For SU SA: Review and approve accounting services provided by Accountant</li> </ul>	<ul style="list-style-type: none"> <li>○ Reporting completed within agreed timeframes</li> <li>○ Positive feedback from customer</li> </ul>
<p><b>9. Statutory Reporting</b></p> <ul style="list-style-type: none"> <li>○ Compliance with, and reporting to, all statutory body requirements including ASIC, ACNC, ABS and Office of Fair Trading</li> </ul>	<ul style="list-style-type: none"> <li>○ All reporting completed and submitted to appropriate authorities within required timeframes.</li> </ul>
<p><b>10. Annual audit</b></p> <ul style="list-style-type: none"> <li>○ Support the FA to ensure the external audit preparation is completed and the audit performed within agreed timeframes.</li> </ul>	<ul style="list-style-type: none"> <li>○ Positive feedback from external auditors and Board</li> <li>○ Audit completed within agreed timeframes</li> <li>○ No compliance issues reported by</li> </ul>

	external auditors.
<p><b>11. Financial Systems - improvement</b></p> <ul style="list-style-type: none"> <li>○ Evaluate current financial systems and work with the DFA and Finance Team with a view to continuous improvement</li> </ul>	<ul style="list-style-type: none"> <li>○ Positive feedback from DFA and relevant colleagues</li> <li>○ Efficiencies and improvements achieved</li> </ul>
<p><b>12. Policies and Procedures</b></p> <ul style="list-style-type: none"> <li>○ Responsible for the development and maintenance of SU QLD's financial policies and procedures ensuring that they comply with relevant Accounting Standards</li> </ul>	<ul style="list-style-type: none"> <li>○ Policies and procedures developed</li> <li>○ Positive feedback from DFA and Financial Committee</li> </ul>
<p><b>13. Risk Compliance</b> In cooperation with the DFA:</p> <ul style="list-style-type: none"> <li>○ Maintenance of the Finance Risk and Compliance register by adding new risks and ensuring that current risks are mitigated and treated</li> <li>○ Ensure that new team members have been taken through an induction program and understands their compliance obligations with the Health &amp; Safety Policies, Guidelines &amp; Procedures, particularly about reporting all hazards and incidents.</li> <li>○ Remind current team members on a regular basis of their compliance obligations, and inform them of any legislative or policy or procedure changes relating to Health &amp; Safety.</li> <li>○ Check that new team members understand the organisations' expectation to maintain a healthy workplace free from harassment where all staff are treated with respect and dignity as detailed in the Workplace Bullying Prevention Policy.</li> <li>○ Remind current staff on a regular basis of their compliance obligations, and inform them of any legislative or policy or procedure changes relevant to their role.</li> <li>○ Maintain a workplace free from discrimination in support of the Anti-Discrimination Act 1991, federal and state legislation and internal policy.</li> </ul>	<ul style="list-style-type: none"> <li>○ Positive feedback from DFA and Risk Committee</li> <li>○ Compliance and risk are understood and mitigated within your area.</li> </ul>
<p><b>14. Team Leadership</b></p> <ul style="list-style-type: none"> <li>○ Prioritise, delegate, oversee and coordinate the day to day operational and administrative functions and lead the</li> </ul>	<ul style="list-style-type: none"> <li>○ The team is clear about responsibilities and they meet the expectations of their role.</li> <li>○ Receive regular feedback on</li> </ul>

<p>team to promote acceptable service delivery standards and provide on-the-job training where necessary.</p> <ul style="list-style-type: none"> <li>○ In consultation with the DFA, plan and facilitate the development and coordination of training for the team</li> <li>○ Plan and provide orientation and induction of new team members for their role.</li> <li>○ In consultation with the DFA, review performance against goals and establish an annual development/learning plan with each staff member.</li> <li>○ Performance issues are identified and remedied quickly through two-way communication. All serious or ongoing issues should be escalated up to the DFA and People Services before any action is taken.</li> <li>○ Monitor attendance and approve leave arrangements for people who report to your role.</li> <li>○ In consultation with the DFA, make recommendations to People Services to update individual Role Statements on an annual basis after Department goals have been set and before Performance goals are set.</li> <li>○ Monitor the health, well-being, welfare and morale of the team.</li> <li>○ Model and promote SU's values when engaging with our people and volunteers</li> <li>○ Take a proactive interest in the spiritual growth of the people within the Finance team</li> </ul>	<p>performance.</p> <ul style="list-style-type: none"> <li>○ Trained and proficient at delivering on their responsibilities.</li> <li>○ The team is supported to achieve their best performance by ensuring they are resourced, consulted, and treated with respect.</li> <li>○ The team demonstrates a willingness to cooperate within the team by being flexible, assisting when required, sharing information and respecting fellow employees.</li> <li>○ Positive feedback from DFA and the Finance Team</li> <li>○ Team participation in SU QLD's spiritual life (team devotions, organization devotions, Engage and Forums)</li> </ul>
<p><b>15. Team contribution</b></p> <ul style="list-style-type: none"> <li>○ Contribution to the team and in wider organisation-based activities. Comply with WH&amp;S requirements.</li> <li>○ Contribute at team meetings.</li> <li>○ Provide back up to other team members as required</li> <li>○ Participate in wider organisation-based activities and learning opportunities.</li> <li>○ Represent Finance team at regular Coordination Operations Group (COGs) meetings and bring any relevant news to finance team meetings.</li> <li>○ Comply with WH&amp;S policy and procedures</li> <li>○ Protect own health and safety</li> </ul>	<ul style="list-style-type: none"> <li>○ Positive feedback from DFA and relevant colleagues.</li> </ul>

<ul style="list-style-type: none"> <li>○ Protect safety of others</li> <li>○ Report hazards, risks and all incidents</li> </ul>	
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### Qualifications

- Must hold tertiary qualifications in Business Management/Finance;
- Minimum 7 years of experience in Finance;
- CA or CPA qualification mandatory;
- Experience managing and leading a team;
- Experience in a not-for profit environment will be highly regarded.

### Competencies

Competency	Definition
<b>Technical / Professional knowledge and proficiency</b>	Having achieved a satisfactory level of performance in specific technical/professional areas; keeping up with current developments and trends in areas of expertise. This should include any specific experience and specific professional “know-how”, including: <ul style="list-style-type: none"> <li>○ Development and improvement of business planning and forecasting</li> <li>○ Management of trends, actual and variance analysis</li> <li>○ Preparation of monthly management reports</li> <li>○ Cash flow and surplus funds investment management</li> <li>○ Experience in Xero accounting software is highly desirable</li> </ul>
<b>Written communication</b>	Expressing ideas clearly in any written format that have the appropriate organisation and structure.
<b>Motivational “fit”</b>	The extent to which job activities and responsibilities, SU’s beliefs and values, including having a commitment to Christian ministry and Chaplaincy are consistent with the type of environment that provides personal satisfaction; the degree to which the work itself is personally satisfying.
<b>Teamwork (cooperation)</b>	Active participation in, and facilitation of, team effectiveness; taking actions that demonstrate consideration for the feelings and needs of others; being aware of the effect of one's behaviour on others.
<b>Flexibility/Adaptability</b>	Is open to change, can think independently, and will champion new methods if they are proven to be better than the status quo.
<b>Initiative</b>	Asserting one’s influence over events to achieve goals; self-starting rather than accepting passively, taking action to achieve goals beyond what is required, being proactive.

<b>Attention to detail</b>	Accomplishing tasks through concern for all areas involved, no matter how small, showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time; completion of actions until the desired objective is achieved
<b>Strategic Planning</b>	Establishing a course of action to accomplish a long-range goal or vision; allocation of resources – human, material, financial; defining intermediate goals and contingencies.
<b>Organisational Awareness</b>	Having and using knowledge of systems, situations, pressures and culture inside the organisation to identify potential organisational problems and opportunities; perceiving the impact and the implications of decisions on other components of the organisation.
<b>Financial Astuteness</b>	Understands Financial data and can manage financial resources, including budgets and resource allocation.
<b>Team influence</b>	Using appropriate interpersonal styles and methods to inspire and guide individuals (or a team) toward goal achievement; modifying behaviours to accommodate the tasks, situations and people involved.
<b>Maximising performance</b>	Establishing performance goals, coaching performance, provide training, and evaluating performance.
<b>Professional development</b>	Proven commitment to ongoing professional development to increase effectiveness on the job and to meet requirements of professional membership eg: CPA Australia

### Additional Requirements

Additional Requirements	
<p>SU Qld requires that the incumbent to be:</p> <ol style="list-style-type: none"> <li>1. able to subscribe to the aims, beliefs and working principles of SUI</li> <li>2. able to demonstrate a living and personal relationship with Jesus Christ</li> <li>3. able to show strong Christian character evidenced by servant leadership, valuing of people in general and marginalised people in particular</li> <li>4. a member or adherent of a local Christian church</li> <li>5. a holder of a “Blue Card” from the Commission of Children and Young People for the purposes of child related employment</li> <li>6. willing to work under SU Qld’s Staff Code of Conduct</li> </ol>	

Developed By	Director of Finance and Administration
Approved By	Head of People Services
Effective Date	3 April 2019