Position Description

Title	Financial Controller
Business unit	Finance & Procurement
Location	130 Lonsdale Street Melbourne 3000
Employment type	Full Time
Reports to	Chief financial officer

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The Financial Controller leads and manages Uniting's financial accounting function. The position is primarily responsible for statutory reporting, taxation, and compliance; financial reporting, controls, and audit; treasury and finance systems ensuring the Chief financial officer remains adequately briefed on organisational financial risk.

2. Scope

Budget:

$1.9m annually

People:

- Senior Financial Accountant – Financial Control
- Team Lead – Senior Financial Accountant – Funding & Financial Assets

3. Relationships

Internal

- Finance team members and across the Finance and Procurement team; Executive Director Organisational Excellence, senior business unit leaders, executive, and sub board members

External

- Bankers & other finance providers; Internal and External Auditors; Tax Agents; Insurance advisors; Legal advisors; Uniting Church of Australia - Synod of Victoria and Tasmania & Property Trust; and Third-party suppliers

4. Key responsibility areas

Statutory Reporting & Compliance

- Ensures the organisations statutory obligations with respect to financial accounting and taxation are met
- Lead the preparation and review of annual Statutory Accounts and other inputs into the Annual Report
- Lead the interpretation and implementation of changes to accounting standards and other external compliance linked to financial management and any deviation for management purposes are agreed with the Chief Financial Officer.
- Led the statutory audit process to a high standard, ensuring all requirements were met accurately and efficiently while delivering the audit on time. Proactively coordinated stakeholders, addressed issues promptly, and maintained a strong focus on quality, compliance and deadlines.Complete the certification of Workcover estimates and certifications annually and ensure that Uniting's policies remain current
- Support the Company Secretary in completing all ACNC reporting

Financial Reporting

- Collaborate with the Senior Manager Financial Planning & Analysis in maintaining and continually improving the monthly financial reporting regime to ensure the delivery of accurate transparent reporting of organisational financial performance
- Lead a high quality, accurate and timely month end financial result process that facilitates accurate reporting of financial results to the Executive and Board
- Ensure the timely and accurate presentation of the monthly Statement of Financial Position and Cashflow Statement incorporating budget variance analysis
- Establish an annual Balance Sheet and Cashflow Budget based upon the approved Operating Budget
- Support the development of the annual budget process including revenue budget.
- Contribute to the long-term sustainability model from a cash flow, balance sheet, investment management and treasury perspective

Financial Control & Management

- Ensure that Uniting meets all acquittal and other funding compliance requirements.
- Develop and continually improve a control framework that protects the organisations assets and aligns to best practice financial management
- Develop and continually improve Finance policies, procedures and workpapers
- Ensure finance processes have appropriate internal control mechanisms that ensure the integrity of information and minimize the risk of fraud and / or revenue leakage
- Ensure balance sheet reconciliation processes are maintained to a high standard and any emerging risks or exposures are flagged to the Chief Financial Officer in a timely manner
- Ensure policies dealing with cash handling are effectively implemented and complied with
- Oversee insurance claims subject to advice from nominated Synod subject matter expert (SME) and act upon approval by the Uniting CEO or Chief Financial Officer.

- Collaborate with Accounts Payable and Accounts Receivable teams, ensuring accurate, timely processing, strong controls, effective cash flow management, and high-quality service to internal and external stakeholders.
- Oversee the establishment of an appropriate set of documented work instructions/procedures that mitigates key person risk.
- Provided leadership and oversight of finance systems, driving continuous improvement initiatives to enhance processes, automation, data integrity, reporting capabilities and overall efficiency across the finance function.

People and teams

- Establish, lead, coach and inspire an engaged and productive team
- Lead the team in leading practices and effective process governance and improvement.
- Provide support, guidance, coaching, leadership, and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, proving feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
  - Based on a relationship with a current member of Uniting's workforce
  - Based on my ongoing work with another organisation

5. Performance indicators

- Submission of all statutory reports within legislated or agreed timeframes
- No non-compliance with companies, charities, tax, or other legislative requirements

- Completion of annual financial report within agreed timeframes, without material misstatement and / or qualification from the auditors
- Consistently meet agreed internal reporting deadlines without material misstatement
- Interpretation and successful implementation of new accounting standards
- Key finance frameworks and policies are documented and maintained regularly with all key processes documented
- Operating cash maintained within agreed limits

6. Person specification

Qualifications

- Bachelor's degree in commerce, accounting, business, or equivalent is required
- Membership of Institute of Chartered Accountants Australia (ICAA), CPA Australia or equivalent

Experience

- Extensive experience working in senior financial accounting leadership role(s)
- Experience working within a large, complex environment.
- Experience in a sector with property development activities and project related debt financing and cashflow management highly desirable.
- Demonstrated capability in overseeing end-to-end preparation of statutory accounts and co-ordination of annual report inputs
- A thorough understanding of relevant accounting standards as they apply to NFP entities and the ability to communicate technical complexities in an understandable way to other stakeholders
- Demonstrated experience working within a complex array of systems to support financial processes including automation tools and system improvement.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- **Financial Reporting:** The skills and experience required to manage the accurate preparation of consolidated entity accounts including elimination entries and excellent working knowledge of relevant accounting standards
- **Financial Control:** Demonstrated working knowledge of financial control framework elements and the ability to establish and maintain a robust control environment
- **Process design:** Ability to lead process redesign to achieve effective and efficient outcomes cross functionally
- **Team:** Ability to lead and motivate through sound decision making and planning. The ability to support and contribute to a high functioning Finance and Procurement team
- **Innovation:** A track record of using innovative approaches to drive continuous improvement that is both sustainable and economic
- **Organisational skills:** Comfortable with the cyclicality of the role and the peaks and valleys of the workload, particularly around the month-end / quarter-end close

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

	Employee
Name:	
Signature:	
Date:	