

POSITION DESCRIPTION – **MANAGER**

Position Title	Financial Controller	Department	Finance
Location	Carlton, Melbourne	Direct/Indirect Reports	4 direct reports 20 indirect reports
Reports to	CFO	Date Revised	21/09/2017
Industrial Instrument	Choose an item.		
Job Grade	Choose an item.		

■ Position Level Descriptor

An individual at the Manager level is responsible for some or all of the following: people, financial, functional, thought or change leadership outcomes. Individuals at a Manager level lead and implement strategies and operational plans to achieve organisational objectives. The Manager level leads specialist (functional or knowledge areas) or complex, multi disciplinary teams. An individual at the Manager level typically reports to an individual at the Executive level.

■ Sub-Delegation

The sub-delegation (if any) attaching to the position is outlined in the CEO Sub-delegations (as updated from time to time). Any financial sub-delegation of authority may only be exercised where a Finance project code or budget is allocated to that position.

■ Position Summary

This position provides vital leadership and guidance in the finance function and is a significant influence in ensuring our reporting is coordinated effectively to produce timely, accurate and relevant information. This position plays a vital leadership role in ensuring internal administration and accounting systems and processes are further developed, implemented and evaluated, as well as being able to think innovatively and lead significant changes in the finance and business services function..

■ Position Responsibilities

Key Responsibilities

- Oversee the effective and efficient running of the finance function
- Maintain integrity of chart of accounts and general ledger
- Provide the focal point for advice and technical expertise in financial management, including the development of policies and procedures
- Enhance the quality of decisions within the organisation and ensure chosen business options deliver the highest financial value at an acceptable level of risk
- Liaise with external auditors, respond to audit management letters and ensure timely and effectively implementation of agreed recommendations
- Prepare the organisation's budget and forecast, including consolidation
- Play key role in contributing to the broader strategic planning process through financial analysis and provision of KPI and other data

- Monitor, review and analyse performance against budget, industry benchmarks and emerging trends
- Provide strategic financial advice to The Executive
- Build and maintain key relationships within and outside the finance function, ensuring partnerships are effective and collaborative
- Ensure regular reviews of accounting, auditing and risk procedures and processes are supporting best practice and quality improvements in the organisation
- Coach, mentor and develop direct reports
- Build and maintain an understanding of the accounting and financial strategy, systems and standards within the organisation
- Ensure compliance with the statutory authorities and audit requirements and conduct all activities with a high level of ethical standards
- Manage projects as delegated by the CFO

■ Position Selection Criteria

Technical Competencies

- Demonstrated experience managing a finance function
- Demonstrated experience in project management and change management in a large organisation
- Strong communication and customer service skills, including engaging external and internal stakeholders
- Advanced analytical and problem solving skills
- Demonstrated experience in developing organisational budgets which deliver strategy
- Solid understanding of Australian Accounting Standards
- Demonstrated ability in developing, following and implementing organisational policies and contractual requirements
- Demonstrated experience in roles with significant accountability and credibility requirements
- Experience in innovative design and transitioning teams to adopt more agile approaches to ongoing tasks

Qualifications/Licenses

- Tertiary qualification in finance, commerce or accounting
- Chartered Accountant (CA) or Certified Practicing Accountant (CPA) qualified

Behavioural Capabilities

(Please select **3-5** of the following capabilities)

- **Personal effectiveness | Solving problems** | Demonstrated ability to use data, knowledge and experience to identify problems potentially impacting teams or programs and proactively develop and implement effective solutions.
- **Team effectiveness | Collaborating** | Proven track record as an approachable leader, supporting and building positive and constructive relationships within teams. Valuing diversity and supporting cultural differences within teams.
- **Team effectiveness | Managing change** | Demonstrated capability to lead, support and manage change within teams. Understanding the impact on the team and taking ownership for implementation of change.
- **Organisational effectiveness | Innovating and improving** | Demonstrated capability to lead continuous improvement activities and encourage team members to identify ineffective processes and contribute to new ideas and ways of working.
- **Organisational effectiveness | Managing risk** | Demonstrated ability to manage resources without compromising service quality. Ensuring the team understands the relevant policies and procedures to achieve goals and manage risk appropriately.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Code of Conduct and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter. Police check renewals may be required earlier than 3 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters