

Position Description

Finance Manager

Program:	Health Voyage Ltd
Location:	45-53 Little Street, Coffs Harbour
Award:	Health Professionals & Support Services Award 2020
Classification:	Support Services Level 8 (over Award senior salary)
Reports to:	Chief Executive Officer
Direct employer:	Health Voyage Ltd

OUR VISION: *Healthier people. Stronger communities.*

OUR MISSION: *To provide equal access to safe, quality health care services and improve the physical, mental, and social wellbeing of vulnerable individuals in our community.*

OUR VALUES: *Ethical Integrity Respect Diversity Compassion*

Health Voyage is a Circle Back Initiative Employer <https://circlebackinitiative.com/about/> and commits to respond to every applicant.

ORGANISATION AND PROGRAM SUMMARY

Health Voyage Ltd

Health Voyage is a local for purpose not for profit. As a charity organisation we are strongly guided by our values and work towards a vision of healthier people and stronger communities.

Health Voyage is the Lead Agency for:

- the Coffs Harbour Women's Health Centre
- headspace Coffs Harbour,
- headspace Grafton, and
- the Mental Health Nursing Services Program for the North Coast.

We work in partnership with other community organisations and the Local Health Districts and our funders to ensure our services complement and strengthen the public health sector. We provide accessible, cost-efficient and effective health and wellbeing services to prevent or lessen the long-term impact of illness is a vital contribution to the wellbeing of individuals, families and the community.

POSITION SUMMARY

The Finance Manager is responsible for leadership of the Finance team to support the organisation to meet its strategic goals. The role oversees the organisation's statutory accounts and management accounting recording and reporting and is responsible for the maintenance of all financial accounts, records, systems, and payroll. They will be required to produce accurate financial reports in an efficient and timely manner to ensure the financial viability and sustainability of the organisation, and to meet statutory and legal requirements. The Finance Manager will support the CEO in financial modelling, financial analysis, strategic direction and business development.

The Finance Manager is part of the Health Voyage Executive Leadership Team and reports directly to the CEO. The role has responsibility for line managing the Finance Officer/s.

KEY RESPONSIBILITIES

Business Management

- Oversee all aspects of Finance including overseeing work carried out by the Finance Officer/s

V4 Jul 2024

(headspace Coffs Harbour, headspace Grafton and Coffs Harbour Women's Health Centre are programs of Health Voyage Ltd ABN 73 738 289 843)

- Process /oversee all aspects of Accounts Payable and Accounts Receivable
- Process /oversee all aspects of Payroll including employee queries, superannuation reconciliation, Single Touch Payroll, reconciliation of payroll through to annual lodgement of employee Income Statements
- Management of all statutory obligations including taxation and superannuation.
- Keep up to date with on accounting standards and policy issues concerning company accounts to ensure compliance with external reporting requirements and auditing.
- Work closely with Human Resource Manager to ensure payroll records are accurate
- Oversee the preparation of cash forecasting for a rolling 12 months
- Monitor bank balance to ensure sufficient cash on hand to meet outgoings
- Make recommendations on cash management strategy, monitoring and maximising investments
- Maintain and analyse general ledger, financial reports, and schedules
- Prepare monthly finance reports and schedules for Board of Directors, including presenting at monthly Board meetings.
- Provide guidance to the Finance and Audit Risk Management Committee and meeting quarterly.
- Prepare monthly finance reports for Managers including analysis of actual to budget variations
- Preparation and ongoing maintenance and tracking of budget with CEO and Managers.
- Prepare quarterly, half yearly and annual financial reports and acquittals for grant funders
- Preparation of reports and schedules for annual audit including reconciliation of accounts, posting journal entries, and preparation of financial statements and schedules
- Preparation of annual budgets in liaison with CEO and managers for each funded and self-funded program

Leadership

- Lead by example, display a positive attitude, treat others with respect and be an active, positive, thoughtful and respectful member of the team
- Develop, recognise, support, and invest in the safety and wellbeing of team members
- Manage time effectively
- Manage operational change effectively and the ability to be agile and adaptable (i.e. be comfortable with when to change course and help others to do so)
- Demonstrate self-awareness including self-care and awareness of health & wellbeing
- Demonstrate resilience, emotional intelligence & willingness to reflect on leadership behaviours
- Effectively communicate goals and inspire trust
- Demonstrate confidence to engage appropriately in difficult conversations
- Establish and maintain professional relationships and networks
- Demonstrate effective influence (e.g. being comfortable advocating, promoting ideas and delegating)

Business Development

- Work with the CEO to analyse business opportunities against the organisation Risk Appetite Statement and present opportunities to the Board.
- Identify problems, find solutions, and make decisions appropriately
- Ability to identify, assess and respond appropriately to risks
- Be outcomes driven with a focus on continuous quality improvement

Insurance and Leases

- Manage the organisations insurance requirements and insurance claims.
- Manage the organisations leases.
- Manage vehicle leasing or purchase, including initial, renewal and cessation of leases
- Provide recommendations about vehicle acquisitions & disposals

Privacy and Confidentiality

- Access confidential data and information in a secure and discreet manner
- Follow policies and procedures to ensure the security of organisational data and information
- Ensure the privacy and confidentiality of staff is respected

Organisational Systems and Productivity

- Develop, maintain, and have a sound understanding of internal systems and processes to support a productive and legally compliant organisation
- Implement Policy and Procedures and update to reflect current systems and processes.
- Support the CEO as required

RELATIONSHIPS

The position holder will be required to develop and maintain positive and effective working relationships with a broad range of people and organisations. They must positively represent Health Voyage Ltd to the public, community, government, and other organisations.

Reports to:	Chief Executive Officer
Direct Reports:	Finance Officer/s
Indirect Reports:	NA
Accountable to:	Health Voyage CEO and Board of Directors
Internal	headspace Centre Staff and Contractors Women's Health Centre Staff and Contractors Mental Health Nursing Services Program Staff and Contractors
Relationships:	Health Voyage Staff and Contractors
External Relationships:	Healthy North Coast Staff headspace National Staff Consortium partner organisations and staff Co-located partner organisations Customers and Suppliers Government departments, local members, ministers, and staff Auditors Australian Taxation Office Banking Institutions Insurance Providers Funders Other external partners, vendors, providers, and key stakeholders

SELECTION CRITERIA

Essential

1. Tertiary qualifications in Accounting/Management Accounting or similar field and demonstrated previous experience in a financial management position
2. Membership of professional accounting body (CPA/CA or equivalent)
3. Demonstrated leadership skills with the ability to coach, mentor and develop team members
4. Proven ability to manage time effectively, including prioritisation of tasks to meet deadlines while maintaining a high degree of accuracy and detail
5. Demonstrated high level ability in computerised systems including MYOB and the Microsoft Office, particularly Excel
6. Excellent communication skills, both verbal and written.
7. An effective team player, along with the ability to work cooperatively and positively in a sensitive and confidential environment
8. Ability to understand, interpret and apply relevant legislation

Desirable

1. Previous experience in the Not-for-Profit Sector
2. Working knowledge of Reportable Fringe Benefits, salary packaging, and Not for Profit concessions

Foundational skills required

- Exceptional interpersonal skills with the ability to establish and maintain effective relationships with a diverse range of people and professionals.

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- Proven track record in building and maintaining effective working relationships with a range of internal and external stakeholders.

Personal attributes

- High levels of professionalism, confidentiality, and discretion.
- Ability and commitment to continuous learning.
- Strong work ethic.
- Reliable and results focussed.

WORKPLACE POLICIES AND PRACTICES

All Health Voyage employees and contractors are always required to familiarize themselves with the organisation’s code of conduct and policies and procedures and to abide by them.

It is always expected that employees and contractors will:

- Be respectful towards the organisation, colleagues, clients and the general public.
- Support the vision and values of Health Voyage.
- Take reasonable care for their own health and safety, and that of others in the workplace.

The position holder must also:

- Maintain a current check for working with young people, as per the relevant state legislation.
- Undergo a current and satisfactory criminal record check.
- Maintain a current driver’s licence.
- Maintain eligibility to work in Australia.
- Have some flexibility to travel, and to work after hours (including weekends and evenings).

OTHER INFORMATION

Fringe Benefits: Salary Sacrifice (Packaging) is available to eligible employees. Health Voyage Inc is a Registered Charity

Superannuation: Employer contribution will be paid in accordance with the applicable current Superannuation Guarantee Legislation to a complying super fund.

Leave: Annual leave as per the National Employment Standards with 17.5% loading (not applicable for casual employment)
Sick Leave as per the National Employment Standards (not applicable for casual employment)
All official National and NSW Public Holidays that occur on regular days of work

Position status: This position is reliant upon continuing grant funding

Please note:

It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position. Successful applicant(s) will be subject to Working with Children Check and Police Check prior to Employment.

Health Voyage regards the health, safety and wellbeing of our people, our contractors and our communities to be our highest priority, which is why we require all employees to have received at least two doses of an approved COVID-19 vaccine or have an approved medical contraindication form.

Health Voyage is committed to a workplace culture that builds respect, fosters inclusiveness, promotes diversity and embraces the unique skills and qualities of all our workforce and members. Candidates who identify as Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, LGBTIQ+, or have a lived experience of mental health are encouraged to apply for Health Voyage positions.

Approved by: _____
Tazmyn Jewell, CEO

Date approved: _____
Jul 2024