



<b>POSITION TITLE:</b>	Assistant Finance Manager
<b>REPORTS TO:</b>	Executive Officer
<b>REMUNERATION:</b>	SCHADS Award 2010; Level 4.2 Temporary Part-time: Mon – Friday (9am – 3pm) until June 30 <sup>th</sup> , 2021 (with a possibility of an extension)
<b>RELATIONSHIPS:</b>	Internal - Management, staff External - Service Providers, community agencies, and other stakeholders as may be identified.

SMECC advocates for economic participation, integration, accommodation, workforce and educational participation of CALD communities across the Sunraysia and Mallee regions.

#### **PRIMARY OBJECTIVES**

- Lead and manage a team of Financial and Administration officers to deliver a high quality of service whilst providing ongoing support, coaching and development of staff.
- Ensure compliance with financial audit, quality, legislative, policy/procedure requirements.
- Assist with the development, implementation of business growth plans as set out in the Organisation's Strategic Plan.

#### **POSITION DESCRIPTION**

- Manage and monitor the Organisation's inflows and outflows of cash accurately and efficiently ensuring timely payments of accounts.
- Oversee and be responsible for managing the Administration staff, Maintenance and Finance/Payroll Officer.
- Lead and mentor responsible staff to implement identified change within a positive framework, gaining staff acceptance and commitment to new processes and procedures as identified by the Executive Officer.
- Assist the Executive Officer, in the presentation of a variety of income and expenditure reports.
- Communicate and liaise with members of staff and Departments across the Organisation, in regard the follow up of information on outstanding invoices

and Communicate with internal and external Auditors, external bodies and other debt collection agencies as required.

- Ensure delivery against targets as determined for the calendar year, alerting the Senior Managers, Executive Officer of any variances or concerns with progress providing recommendations for alternative courses of action as appropriate.
- Prepare work according to priorities agreed upon with the Executive Officer, to contribute to the smooth operation of each programs and the organisation.
- Manage and delegate tasks as and when required; daily banking delivery to bank, customer service enquiries, creditor enquiries, releasing purchase orders, post, and parcel receipting, issuing petty cash, direct debits and maintaining other work instructions.
- Actively contribute to the continuous improvement of policy and procedures in relation to accounts payable/receivable and within the Administration/Finance Department.
- Assist the Executive Officer in the presentation of month end and management reports relating to accounts receivable. Extract and analyse data for creation and review of monthly Audit/Board Papers
- Oversight, recruitment and coordination of Administration, Maintenance and Finance staff.
- Other allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

## EDUCATION TRAINING AND EXPERIENCE

- Diploma of Accounting or equivalent
- Minimum of 5 years' experience in financial services
- Excellent interpersonal and oral communication skills, with proven ability to educate financial and non-financial stakeholders on the key drivers of performance; and
- Well-developed organisational skills, with the ability to prioritise and manage time efficiently, with minimal supervision and work within tight timeframes.
- The ability to diagnose and solve problems and promote and effective and efficient processes and outcomes.

## ADDITIONAL CONDITIONS OF EMPLOYMENT

1. A current full driver's license is required. Proof of this is to be supplied on commencement and/or a VicRoads form "*Consent to Release information from VicRoads Records*" will be completed.

2. Pre-employment checks including proof of identity, qualifications and two referees are required. The successful applicant will be required to undergo a criminal records check.
3. A medical declaration maybe required which would require the incumbent to attest to their ability to meet the physical demands and perform the tasks outlined in this position description.
4. Work is general within regular business hours. May be required to work out of office hours on occasion due to business needs or in any emergency situation.
5. Variations to statement of duties: The details of the statement of duties may be varied from time to time by SMECC Management to meet organisational requirements. Any variation shall be done so in consultation with the position incumbent.
6. All SMECC staff are required to work in a manner which is consistent with its HR Manual, Code of Conduct and other policies and procedures, and to constructively support the organization with continuous improvement progresses in these areas.
7. All SMECC staff are required to work in a manner which demonstrates; confidentiality, cultural sensitivity, inclusion, empathy, and non-judgment for those we support. This is to help ensure services are provided and managed efficiently, effectively, and equitably.

## **OCCUPATIONAL HEALTH & SAFETY:**

### **Employees will:**

- Take reasonable care of their health and safety.
- Take reasonable care of the health and safety of persons who may be affected by their acts or omissions in the workplace.
- Cooperate with their employer with respect to any action taken to comply with the requirement imposed by or under the Act or Regulations.
- Work in a safe manner and adhere to all safe working procedures and practices.
- Encouraging others to work in a safe manner.
- Participate in a consultation process ensuring discussion, sharing, and recording of relevant OH&S information.
- Report of all workplace injuries or incidents to your supervisor and complete the incident/injury report form at the time of the incident.
- Report or rectify any unsafe acts or conditions that come to their attention.
- Be responsible for the correct use and maintenance of appropriate safety clothing and personal protective equipment as required.
- Participate in OH&S training and activities in a positive manner.