



**Schedule B – Position Description**

<b>Organisation</b>	<b>Midlas</b> Midland Information Debt and Legal Advocacy Service Inc
<b>Position Title</b>	Finance Manager
<b>Department</b>	Administration
<b>Reporting To</b>	General Manager
<b>Vision</b>	Building Resilient Communities
<b>Mission</b>	We partner with individuals and organisations to promote independence, strength and wellbeing in our community through support, advocacy and education
<b>Values</b>	Caring for people Developing Partnerships Supporting our Community
<b>Location</b>	23 Old Great Northern Highway Midland WA 6056

Midlas is an Equal Opportunity Employer  
This position is subject to continued funding

## **KEY RESPONSIBILITIES**

1. Manage all financial management, audit and reporting processes and systems;
2. Ensure that the organisation meets its statutory and contractual obligations;
3. In conjunction with the General Manager, manage risk in the organisation;
4. Play an active and constructive role in the Midlas Executive Team, working together to achieve the strategic objectives of the organisation.

## **STATEMENT OF DUTIES**

### **Finance**

1. Provide monthly and ad hoc financial statements and reports to the General Manager, Finance Committee and Board;
2. Attend meetings, provide advice, make presentations and take minutes as required to the Finance Committee;
3. Manage the annual audit, annual reporting and funding acquittals and ensure that all compliance requirements are met;
4. Ensure the provision of financial management services and systems in line with Board policy to meet the organisation and staff needs including payroll, superannuation, salary sacrifice, taxation requirements, accounts payable and receivable;
5. Develop and maintain all budgets in conjunction with the General Manager;
6. Develop and maintain the Asset Management Strategy, coordinate the recording, review and replacement of assets;
7. Establish, maintain, and coordinate the implementation of accounting and accounting control procedures;

### **Risk Management**

1. Provide leadership and advice to the organisation and its staff on risk management issues in order to meet the organisation's strategic objectives;
2. Maintain appropriate insurance portfolio which meets all funding contract and legislative requirements as well as any risk management requirements;
3. Review and assess the Risk Management Plan on a 6 monthly basis in conjunction with the General Manager for presentation to the Board.

### **Information Technology**

1. Maintain the accounting software package and ensure a good understanding of the capability of the accounting system and associated modules
2. Consult with users, management, and technicians to assess computing needs and system requirements;
3. Assist with the enhancement, development, administration and maintenance of Midlas' document/records management system.

### **Management**

1. Provide specialist financial and risk information and advice as required to senior management, Board and staff;
2. Contribute to the identification, development / improvement and implementation of the business systems, practices and tools needed for organisational success;
3. Ensure safe working conditions and practices are maintained in line with Occupational Health and Safety policies;
4. Undertake KPI and annual performance management reviews with administration team.

## SELECTION CRITERIA

### Essential

1. Relevant professional qualification;
2. Demonstrated high level of communication skills, both written and oral, including interpersonal, negotiation and consultation skills.
3. Knowledge of finance, accounting, budgeting, and cost control principles including generally accepted Accounting Principles for not for profit organisations.
4. Knowledge of financial and accounting software applications.
5. Knowledge of Federal and State financial regulations, including but not limited to those relating to Corporations Law, Australian Tax Office and superannuation legislation.
6. Ability to analyse financial data and prepare financial reports, statements and projections.
7. Demonstrated experience in developing and improving business systems.

### Desirable

1. Experience working as a Finance Manager for a Not for Profit organisation;
2. Experience in the management of Human Resources.

### Special Requirements

Provision of a clear Police Clearance Certificate

The Finance Manager is authorised to take any reasonable action necessary to achieve the requirements contained in this Job Description, provided such action is within the framework of policies and procedures of Midlas and any other specific directives of the General Manager.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager: \_\_\_\_\_ Date: \_\_\_\_\_