

Position title	Finance Manager
Employee name	Vacant
Department/Service	Finance team
Location	Thurgoona
Position reports to	Chief Financial Officer
Positions reporting to this role	NDIS Specialists Finance Team
Financial delegation	N/A
Budget accountability	N/A
Employment basis	Permanent

Work Environment (e.g., Office based, Residential based, Community based)
Office based.

Mercy Connect Values	
Compassion	Supporting and listening with kindness and understanding
Hospitality	Welcoming each other with openness and a smile
Respect	Accepting and treating each other with integrity
Innovation	Seeing opportunities and creating new solutions
Teamwork	Working together with a shared view of success
Accountability	Choosing courage and taking ownership of our actions

Role Purpose	<p>The Finance Manager is accountable for overseeing all accounting activities and responsibilities for Mercy Connect under the direction of the Chief Financial Officer (CFO) and in accordance with the principles of sound financial management and good governance.</p> <p>The Finance Manager is responsible for the effective operation of the Finance Support and NDIS Specialist teams, including ensuring all members work effectively as a team. As a leader in the organisation, the Finance Manager works closely with other internal and external stakeholders to implement Mercy Connect's strategic goals in line with organisational values.</p>
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<p>Key Selection Criteria Essential</p>	<ul style="list-style-type: none"> • Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting. • Demonstrated experience in managing a work unit including planning, monitoring, and resource management to ensure required organisational outcomes are met. • Demonstrated ability to lead, manage and motivate staff. • Demonstrated ability to provide advice, mentor, coach, and develop staff in undertaking Finance work to ensure a high quality and effective service delivery. • The demonstrated ability and experience to review Finance operation and develop strategies and innovative approaches to improve its effectiveness. • Strong oral and written communication skills and the ability to build and maintain effective professional relationships with key stakeholders. • Ability to show initiative and demonstrate high level organisational skills including being able to work to deadlines, prioritise work, and manage multiple matters concurrently. • Excellent knowledge of Australian Accounting Standards.
<p>Experience and qualifications</p>	<ul style="list-style-type: none"> • A proven track record of organisational financial management. • Exemplary interpersonal and team management skills. • Demonstrated project and system development and management ability. • A strong commitment to the rights of people with a disability and a desire to work for a disability service organisation. • Candidates are likely to come from a community, local government, disability, human services, Health or other not for profit organisation. • A broad understanding of the NDIS funding and billing requirements.
<p>Other requirements of the role.</p>	<ul style="list-style-type: none"> • Qualified CA/CPA highly desirable. • National Police Check and other probity checks as required. • Current driver's licence. • Flexible approach to work as some tasks will require after hours work. <p>• Please note it is the responsibility of all staff to notify the organisation if there are any changes to Police check, probity checks and/or driver's licence status.</p>

Role Priorities

<p>Role Priority 1:</p>	<p>Contribute to the achievement of Mercy Connect's strategic goals by enabling effective decision making through the provision of high standard, compliant and timely financial processing and reporting.</p>
<p>Behavioural Guidelines</p>	<p>Evidence (KPI)</p>
<p>Actively contribute to financial planning processes for the business, ensuring effective planning cycles within Finance and Business Operations are aligned to the strategic directions of the organisation.</p>	<ul style="list-style-type: none"> • Stakeholder engagement is demonstrated throughout the budget planning cycle. • Financial plans enable the achievement of strategic and business plans.
<p>Provide financial advice to key internal stakeholders on strategic and operational aspects of financial management relevant to each department.</p>	<ul style="list-style-type: none"> • Monitor and report costs of service delivery and/or funding agreements.

	<ul style="list-style-type: none"> • Provide accurate monthly reports comparing actual results with budget for each department.
Maximise Mercy Connect's financial strength through implementing effective cash flow management and appropriate investment strategies.	<ul style="list-style-type: none"> • Cash flow, budget and balance sheet is managed in accordance with instructions from CFO. • Cash flow matters are identified and promptly escalated to the CFO. • Creditor and debtor functions comply with corporate policy. • Banking and other reconciliations are completed as required. • Monthly reports provided to the CFO and other stakeholders as required.
Contribute to the preparation of the monthly and annual budgets for Mercy Connect, noting risks, significant variations, issues for attention, preparing forecasts and recommendations for improved financial performance.	<ul style="list-style-type: none"> • The annual budget is presented and implemented within agreed timeframes. • Advice and assistance are provided to managers in relation to budget matters and activities which impact on work areas/ functional budgets.
With the CFO, manage risk by implementing robust financial and corporate management systems to increase organisational efficiency, accountability, transparency, and decision making.	<ul style="list-style-type: none"> • Existing accounting systems are reviewed, monitored, and up graded where necessary. • A cost accounting system enables accurate costing of services, purchases, products, and operations. • GST and FBT administrative and compliance requirements are monitored and met. • Budget discrepancies and anomalies are identified and reported in a timely manner.
Develop and maintain positive working relationships by applying effective communication strategies with internal and external stakeholders, including funding bodies such as the National Disability Insurance Agency (NDIA)	<ul style="list-style-type: none"> • Participation in relevant internal and external committees / task groups and meetings. • Stakeholders are satisfied and confident with the communication and relationship with the company. • Mercy Connect is well represented at relevant networks and associations.

Role Priority 2:	Create an empowered team through instruction and mentoring to ensure team members have role clarity, supportive working relationships and are accountable for their performance and behaviours.
Behavioural Guidelines	Evidence (KPI)
Oversee the management of the NDIS Specialist team to ensure the effective implementation of the financial and reporting requirements of the NDIA plan management lifecycle.	<ul style="list-style-type: none"> • Control of NDIS billing issues. • Consistent application of the NDIS business rules, Practice Standards and Support Catalogue (Price Guide). • The NDIS register of services and registration of service categories is reviewed and adjusted, as necessary.

	<ul style="list-style-type: none"> Administration of the NDIS portal for Mercy Connect.
The Finance Team provide efficient and professional financial and administrative support to colleagues and other internal and external stakeholders of the business.	<ul style="list-style-type: none"> Customer service is delivered in line with Mercy Connect values. All accounts for payment are correctly authorised and paid on time. Participant funds are managed in accordance with relevant policies. Discrepancies are escalated to relevant managers.
Display and encourage continuous learning and self-development to build capability and talent in an environment of empowerment, learning and support.	<ul style="list-style-type: none"> Succession plans are in place for key roles. Mentoring and coaching of direct reports. Each direct report receives formal support and supervision and has a formalised L&D plan. Attend all compulsory training programs. Identification of and participation in own professional growth opportunities. Participation in networking opportunities with local / industry related organisations.

<p>Role Priority 3: Manage financial risk as the business executes on its strategies and initiatives as well as maintain a strong internal controls environment and financial reporting processes.</p>	
Behavioural Guidelines	Evidence (KPI)
Ensure accounting systems and processes are up to date, maintained and delivering outcomes which enables Mercy Connect to manage its finances, initiatives, and organisational changes effectively.	<ul style="list-style-type: none"> The Quality Management System (QMS) is embedded, and all Finance Team activities are documented within it.
Contribute to the design and development of integrated and accountable financial processes through evaluation, collaboration, staff training and quality improvement.	<ul style="list-style-type: none"> Finance policies and procedures are reviewed in line with agreed timeframes. Training of policies is coordinated through the Learning and Development Manager. Financial delegations are communicated and applied correctly.
Ensure Mercy Connects finance operations remain compliant with all relevant legislation, regulations and standards.	<ul style="list-style-type: none"> Annual statutory financial statements are prepared and lodged with external bodies as required. All taxation matters are managed in consultation with Mercy Connect's external auditor / taxation advisors.
Foster professional working relationships with external auditors ensuring that Mercy Connect meets all requirements for annual financial statements.	<ul style="list-style-type: none"> Audited financial reports are presented by specified date. Areas of non-compliance or opportunities for improvement are actioned.
Safeguard financial assets in the areas of property and leasing advice, vehicle fleet, insurance policy for all aspects of Mercy Connect's operations and 'best value' purchasing arrangements.	<ul style="list-style-type: none"> A system is in place to maintain the asset register appropriately. All insurances and subscriptions are reviewed annually.

	<ul style="list-style-type: none"> • Procedures are monitored to ensure accurate valuations and registrations. • A Fleet Management Policy is in place and maintained and internal audits take place. • A vehicle replacement plan is in place and budgeted for, which provides best possible value for money.
<p>Implement good value purchasing procedures and adequate tracking of resources.</p>	<ul style="list-style-type: none"> • A purchasing procedure is in place and is reviewed regularly. • Internal audits demonstrate procedures are being followed. • Purchasing arrangements and contracts are reviewed annually and benchmarked for best possible value for money. • A Fixed Asset Register is in place and maintained in accordance with current accounting standards.

I acknowledge that:

- Statements included in this position description are intended to reflect duties and responsibilities that I may be required to undertake and are not to be interpreted as being all inclusive
- I have read, understood and accepted the above position description and associated attachments.

Employee signature:

Print name:

Date:

Line Manager:

Print name:

Date: