

## Position Description

<b>Position Title:</b>	Manager, Finance	<b>Business Unit:</b>	Office of the CEO
<b>Classification:</b>	SNAICC Level 8	<b>Reports to:</b>	Chief Financial Officer (CFO)
<b>Employment Type and FTE:</b>	Fixed Term – 2 Years 1.0 FTE	<b>No. Direct Reports</b>	Up to 5

Established in 1981, **SNAICC – National Voice for our Children** is the National Peak Body in Australia for Aboriginal and Torres Strait Islander children. SNAICC's vision is that Aboriginal and Torres Strait Islander children, young people and families are protected, our communities determine their own futures, and our cultural identity is valued.

We work to amplify the voice of community and the sector for the fulfilment of the rights of our children. SNAICC is governed by a Board of Directors: Aboriginal and Torres Strait Islander leaders from the early years, child safety, development and well-being sectors.

SNAICC plays a key role in the following areas:

- **Community and sector voice:** SNAICC engages with Aboriginal and Torres Strait Islander community and the sector to understand their needs and aspirations and give a strong voice to these perspectives. We also communicate back to and with community on key issues, programs and projects;
- **Research, policy and leadership:** SNAICC seeks to understand and share what works to drive better outcomes for Aboriginal and Torres Strait Islander children and families and translate this into policy and practice;
- **Sector development:** SNAICC works with and supports the sector to enhance the quality, access and sustainability of services.

<b>Business unit</b>	<p>SNAICC's Office of the CEO oversees the efficient management of all CEO Office operations, administration, initiatives and encompasses the following key business areas:</p> <ul style="list-style-type: none"> <li>• Strategic Engagement &amp; Communications</li> <li>• Operations &amp; Planning</li> <li>• Governance</li> <li>• People and Culture</li> <li>• Finance</li> <li>• Corporate Services (legal and compliance obligations)</li> <li>• Administration.</li> </ul>
<b>Position Summary:</b>	<p>Reporting to the Chief Financial Officer (CFO), the Manager, Finance is responsible for overseeing the financial operations for SNAICC.</p> <p>The incumbent will take responsibility for leading budgeting preparations, reporting, payroll management, compliance and end of financial year requirements.</p>

	The Manager, Finance plays an integral role in building financial strategies to improve SNAICC’s financial health and meet long term goals.
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<b>Position Characteristics:</b>	<b>Scope:</b>	The Manager, Finance will report directly to the Chief Financial Officer and lead a team of Finance Officers.
	<b>Significant internal/external relationships:</b>	<ul style="list-style-type: none"> <li>• CEO, CFO and Executive Directors</li> <li>• SNAICC Management team</li> <li>• SNAICC Staff</li> <li>• External agencies (auditors, financial institutions, funding bodies – government and non-government)</li> </ul>
	<b>Special Conditions:</b>	Aboriginal and Torres Strait Islander people are encouraged to apply
	<b>Delegations:</b>	In accordance with SNAICC’s Board/CEO delegations and quality requirements, policies and procedures.

<b>Key Responsibilities:</b>	<b>Relevant areas &amp; levels within SNAICC Competency Framework.</b>
<ul style="list-style-type: none"> <li>• Manage important financial functions including but not limited to, reporting, compliance and budgeting.</li> <li>• Manage fortnightly payroll requirements which include meeting SNAICC’s Single Touch Payroll (STP) obligations.</li> <li>• Prepare and distribute monthly Management reports in consultation with CFO, budget vs actual and leave liability.</li> <li>• Prepare annual draft budgets/forecasting in line with relevant projects.</li> <li>• Ensure SNAICC maintains legislative compliance with responsibility of monthly and quarterly ATO reporting and ASIC compliance.</li> <li>• Oversee EOFY reporting and act as the liaison between SNAICC and external auditors.</li> <li>• Assisting CFO with financial acquittals and reporting in accordance with funding and contractual requirements.</li> <li>• Manage and prepare cashflow forecast (quarterly).</li> <li>• Develop financial information for the CFO, CEO, Finance Committee and Board within specified timeframes and ad hoc as required.</li> <li>• Manage debit/credit card processes with staff that focus on timely acquittals, as well as improving systems that focus the debit/credit card holder on best practice substantiation with appropriate documentation.</li> <li>• Manage the annual general insurance and workers compensation review and policy renewal process.</li> <li>• Manage Xero file and Elmo</li> <li>• Approve day to day invoices</li> </ul>	<p><b>Organisational Awareness &amp; Professionalism</b></p> <p>1.3.1 Organisational Awareness 1.4.2 Time management 1.4.3 Ethics 1.4.4 Taking Responsibility 1.4.5 Problem solving</p> <p><b>3. Communication &amp; Relationship Skills</b></p> <p>3.4.2 Written communication 3.4.3 Verbal Communication 3.3.4 Public speaking 3.4.5 Interpersonal skills</p> <p><b>5.Resources, Assets &amp; Sustainability</b></p> <p>5.4.2 Financial management 5.4.3 Procurement 5.4.5 Sustainability</p>

<p><b>Leadership and Team management</b></p> <ul style="list-style-type: none"> <li>• Establish, implement, and oversee teamwork plans, and project plans for the effective development, implementation and review of team priorities and projects.</li> <li>• Communicate effectively with team members and lead the creation of a positive team culture.</li> <li>• Lead and develop staff skills set, including identifying opportunities for development, responsive and consistent service provision, quality and streamlined daily practice and continuous improvement.</li> <li>• Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct.</li> </ul>	<p><b>4. Leadership &amp; Teamwork</b></p> <p>4.3.1 United vision</p> <p>4.4.2 Strategic focus</p> <p>4.3.3 Team Dynamics</p> <p>4.4.4 Conflict management</p> <p>4.3.5 Diversity/different styles</p>
<p><b>Safety and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards, and injuries.</li> <li>• Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements &amp; training.</li> <li>• Act as a role model by demonstrating safe work behaviours and conducting work in accordance with our safety practices.</li> <li>• Identify and seek appropriate resources to support staff health and wellbeing.</li> </ul>	<p><b>9. Risk Management, Workplace Safety &amp; Quality</b></p> <p>9.3.1 Strategy</p> <p>9.3.3 Risk Management</p> <p>9.4.1 Health Safety Wellbeing</p>
<p><b>Quality and Compliance</b></p> <ul style="list-style-type: none"> <li>• Promote a culture of continuous improvement, collaboration and compliance through the provision of mentoring, training and other support.</li> <li>• Contribute to internal quality assurance processes, including identifying, developing, implementing and evaluating quality improvement activities.</li> <li>• Ensure adherence to organisational policies and procedure to deliver consistent quality support and service.</li> <li>• Actively participate in internal and external audits with responsibility for compliance</li> <li>• Actively identify, monitor, and manage areas of key risk and lead appropriate escalation and responses.</li> </ul>	
<p><b>Common duties shared with other SNAICC staff</b></p> <ul style="list-style-type: none"> <li>• Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans.</li> <li>• Assist in the evaluation of projects, activities, and functions of SNAICC.</li> <li>• Arrange for the distribution and promotion of resources and publications where applicable.</li> </ul>	

<b>Selection Criteria</b>	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Broad knowledge and understanding of human rights and issues impacting upon Aboriginal and Torres Strait Islander children and families and commitment to the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families.</li> <li>• Tertiary qualification in Finance, Accounting or related field</li> <li>• Chartered Accountant (CA) or Certified Practising Accountant (CPA) accreditation</li> <li>• Demonstrated 5+ years' experience in a financial management position</li> <li>• Proven strategic planning experience at management level</li> <li>• Proficiency in Microsoft Suite, particularly excel</li> <li>• Demonstrated creative and critical thinking skills</li> <li>• Ability to work on multiple projects simultaneously</li> <li>• Proven stakeholder relationship management – ability to build relationships and strategic partnerships with SNAICC stakeholders including key government, non-government and statutory agencies such as the ATO.</li> <li>• Excellent interpersonal skills, diplomacy, and political nous.</li> <li>• Demonstrated problem-solving ability and the ability to negotiate successful outcomes in potentially challenging circumstances.</li> <li>• Strong organisational, negotiation and project management skills.</li> <li>• High-level communications skills, including demonstrated ability to lead internal communications, and communicate with confidence to staff and management on Finance related matters.</li> <li>• Demonstrated supervision skills with a demonstrated ability to coach, mentor and provide ongoing professional development.</li> </ul>	
	<b>Qualifications and requirements</b>	<ul style="list-style-type: none"> <li>• Qualified CA or CPA</li> <li>• Maintain membership of either CPA Australia or CAANZ</li> <li>• Working with Children Check</li> <li>• Current police check</li> <li>• Current Driver's License</li> </ul>	
	<b>Values</b>	Cultural Safety	<ul style="list-style-type: none"> <li>• Aboriginal ways of knowing, doing and being are our foundation and embedded in all aspects of our business activities. We expect cultural humility from those we work with.</li> </ul>
	Collaboration & trust	<ul style="list-style-type: none"> <li>• We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt.</li> </ul>	
	Respect and kindness	<ul style="list-style-type: none"> <li>• We are all valued and valuable. We communicate with people holistically, recognising their humanity.</li> </ul>	
	Accountability and integrity	<ul style="list-style-type: none"> <li>• We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.</li> </ul>	
	Staff Wellbeing	We are committed to the wellbeing of our staff.	

<b>Health, Safety &amp; Wellbeing Requirements</b>	<ul style="list-style-type: none"> <li>• Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors</li> </ul>
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	<ul style="list-style-type: none"> <li>• Comply with SNAICC WHS policies and procedures to participate in the achievement of a safe working culture</li> <li>• Where appropriate, participate in workplace inspections, accident reporting and investigations, provide information, instruction and coaching</li> </ul>
<b>Organisational Expectations</b>	Compliance with organisational policy, procedures including code of conduct.
<b>Acknowledgement of Incumbent</b>	<p>I have read and understood the requirements of the position.</p> <p>Name: (please print)</p> <p>Signature:</p> <p>Date:</p>