



Position Description

Title:	Manager, Finance Services
Unit:	Business Services Unit
Reports To:	Director Business Services
Time Fraction:	Full-time, or part time by arrangement
Employment Status:	12 months with options to extend
Location:	Sackville Street, Collingwood 3066

Organisational Overview

The Victorian Aboriginal Community Controlled Health Organisation (VACCHO) is Victoria's peak representative Aboriginal health body and champions community control and health equality for Aboriginal communities. We are a centre of expertise, policy advice, training, innovation and leadership in Aboriginal health. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

VACCHO was established in 1996 and represents 27 Members. VACCHO is accountable to the Aboriginal community through our Membership. The majority of our Members are multi-functional services with health as a key component of their role, although some solely specialise in health service delivery. By joining together under VACCHO's umbrella, our Members gain strength, share knowledge and speak with a united voice.

VACCHO builds upon the capacity of Members and advocates on their behalf to ensure the sustainability of Aboriginal community controlled health services. Membership capacity is built through strengthening support networks and partnerships, increasing professional development opportunities and developing leadership capability and good governance. Advocacy is carried out at state and national levels within the public, private and community sectors, on all issues relating to Aboriginal health, with the aim of improving services to Aboriginal people and achieving health equality.

VACCHO is governed by a Board of Directors elected from the Membership to represent our Member organisations from across Victoria.

VACCHO Strategic Goals

- Aboriginal Cultural Qualities
- Quality Workforce
- Quality Services
- Quality Infrastructure
- Quality policy development and advocacy
- Quality Partnership & Networks

Unit Overview

The Business Services Unit role is to support and enable VACCHO to reach its strategic goals and operational objectives. This role is achieved by delivering timely, professional and proactive business and support services to the organisation and Membership.

The Unit comprises staff focused on covering Finance, Operations/Administration, Quality and Risk, Human Resources, Communications, ICT, Shared Business Services and Executive support.

Role Overview

A leader within VACCHO, the Finance Manager plays a pivotal role in providing effective financial expertise and management across the organisation to support VACCHO's strategic direction and sustainable financial performance.

Working closely with the Director, Business Services and with a focus on continuous improvement and change management, this role leads and manages VACCHO's accounting, financial analysis and reporting, budgetary and treasury services.

Key Responsibilities

1. Lead a small finance team overseeing all aspects of financial accounting including reporting, systems, policies, budgets, audits, acquittal, statutory returns and payroll.
2. Provide insightful and timely financial reporting, forecasting, analysis and advice to the CEO and Board and other internal key stakeholders to enable quality decision making.
3. Manage the funding, treasury and cash flow for the organisation, including reviewing investment strategies to assist organisational sustainability.
4. Identify and implement initiatives to enhance to business processing, financial governance along with building financial literacy and capacity at all levels of the organisation.
5. Managing external stakeholder relationships including bank, investment, auditors, government and non-government funding agencies.
6. Facilitate and coordinate budgeting processes.
7. Continuous improvement of finance systems, processes and internal controls to ensure compliance with relevant standards and industry benchmarks.
8. Provide leadership and management to a small finance team including mentoring, staff learning and development and individual performance planning
9. Various other activities, as directed by the Director, Business Services, in support of the Business Services Unit and/or organisational objectives.

Key Criteria

- Significant experience in managing financial operations and resources within a complex and changing environment, including the provision of multiple level financial reporting, organisational and project budgeting as well as management of financial control systems.
- Demonstrated outcomes in the leadership and management of finance and people.
- Proven experience of influencing business decisions through your financial analysis, modelling skills and recommendations.
- Excellent communication skills with the ability to build rapport with senior and non-financial stakeholders.
- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- A strong knowledge and understanding of contemporary thinking and approaches around financial risk management, financial performance and assurance in the not-for-profit sector.

Qualifications

- Bachelor degree in accounting, commerce, economics or other related disciplines

Desirable

- CPA or CA qualified (or equivalent)
- Aboriginal and Torres Strait Islander persons are encouraged to apply

General

Key Standards Required Within VACCHO

OHS

VACCHO requires all employees to comply with the *Victorian Occupational Health and Safety Act 2004* and all the rules, regulations and relevant Codes of Practice.

VACCHO is a Smoke Free Workplace.

Equal Employment Opportunity

VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait Islander people to apply. Selection will be based on assessing an employee's future capabilities alongside the skills, knowledge, past performance and other personal qualities relevant to the initial work assignment.

Quality

VACCHO has adopted the ISO 9001 quality improvement standard as its accreditation benchmark and is committed to maintaining ISO 9001 accreditation as its benchmark for quality systems.

All Employees are required to participate in the continuous improvement at VACCHO and are required to understand and perform their responsibilities in relation to quality in their daily work and to ensure compliance with statutory and quality related requirements.

Statement of Principles, Values and Ethics

All employees are expected to adhere to VACCHO's core values and principles:

- Empowerment
- Respect
- Confidentiality
- Teamwork/collaboration
- Integrity
- Commitment
- Compassion
- Optimism

Other Employment Related Information

- A National Police Records Check is required as a condition of employment.
- A Victorian Drivers Licence is required.

Position Description Acceptance

I _____ (Incumbent Name) have read and, understood the above Position Description and agree to carry out the duties listed in my position description

SIGNED by the EMPLOYEE

..... Signature: Name: Date:/...../.....

SIGNED by the MANAGER

..... Signature: Name: Date:/...../.....