

## Position Description

**Position Title:** Finance Manager

**Date:** 1 March 2019

### Role Objective

The QVWC's Finance Manager is a qualified accountant and member of a certified accounting body who is responsible for accounting and financial compliance. The role is an important member of a small team which manages the QVWC's operations and therefore requires someone committed to the organisation's values and who is prepared to pitch in to support others.

### Organisational Overview

The Queen Victoria Women's Centre Trust was established under the *Queen Victoria Women's Centre Trust Act 1994* to govern the QVWC, and acts as a statutory authority consistent with the meaning of 'public body' in section 3 of the *Financial Management Act 1994*. The Trust comprises up to 12 members, appointed by the Governor-in-Council on the recommendation of the Minister for Women's Affairs, to fulfil the following obligations as prescribed by the enabling Act:

- Manage the Queen Victoria Women's Centre Trust land and use it for the purposes of a facility known as the Queen Victoria Women's Centre.
- Provide, on the Queen Victoria Women's Centre Trust land, services and facilities for women including health information services, rest and meeting rooms, and other services and facilities.
- Provide information in relation to the services and facilities provided by the QVWC.
- Provide for the management, operation, use and promotion of the QVWC.
- Provide for the efficient financial management of the Queen Victoria Women's Trust land and building and seek funding for the QVWC.
- Undertake any other functions that are conferred on the Queen Victoria Women's Centre Trust by the Act.

The Trust is a not-for-profit organisation with charitable status. Members of the Trust meet on a regular basis to fulfil the QVWC's strategic directions, policies and philosophy. The Trust has a Finance, Audit and Governance Committee.

### Reporting and Accountability

This position reports to the Chief Executive Officer and works closely with the QVWC's Finance and Property Operations Coordinator.

## Indicative Contractual Terms

- Able to commit up to eight days per month to the Centre worked flexibly with a minimum attendance of two days at the QVWC during business hours, and to work additional days as may be requested e.g. to prepare for the annual audit.
- Indicative salary (subject to experience): \$90,000 for 0.4 FTE

## Key Responsibilities

Key responsibilities include:

- Preparation of monthly financial reports for the Finance, Audit and Governance Committee and Queen Victoria Women's Centre Trust;
- Preparation of papers for the Trust's Finance, Audit and Governance Committee meetings;
- Attend the Trust's Finance, Audit and Governance Committee meetings;
- Preparation of the Trust's annual financial statements and financial component of the annual report to the Victorian Parliament in accordance with Australian Accounting Standards and the requirements of the Department of Treasury and Finance to achieve an unqualified opinion from the Auditor General, Victoria;
- Ensuring that the Trust is compliant with all relevant legislation, including the Standing Directions of the Minister for Finance under the Financial Management Act 1994; applicable Financial Reporting Directions and Australian Accounting Standards;
- Preparation of the annual and half yearly reporting to the Department of Premier and Cabinet plus project grant acquittals as necessary;
- Reporting as necessary to Office of Public Sector Executive Remuneration (OPSER)
- Preparation and submission of monthly PAYG and quarterly BAS to the ATO;
- Preparation and submission of annual ABS data collection;
- Assistance to the CEO in the preparation of annual operating budgets in conjunction with the Trust's business plan and other operational requirements;
- Preparation of periodic forecasts, thus monitoring the Trust's capacity to meet financial KPIs or to assist in proposing operational changes;
- Review of financial policies according to the Finance, Audit and Governance Committee's annual workplan;
- Preparation of all required information for the annual audit process conducted by VAGO and liaison with VAGO staff as necessary for the completion of the annual audit;
- Preparation of the annual Financial Management Compliance process document; and
- Additional duties as reasonably requested by the CEO.

## General Responsibilities

- Work within the QVWC's policies and procedures framework and assist in the development and improvement of these policies and procedures;
- Observe Occupational Health and Safety (OH&S) requirement and be proactive in addressing OH&S issues;
- Contribute to the organisation and work collaboratively as part of the team;
- Contribute to regular reviews and evaluations of activities in which you have a role.

## Selection Criteria

### Essential

- Tertiary qualification in accounting;
- Membership of CPA or ICAA
- Proficiency with MYOB or similar;
- Proficiency in commonly used administrative software: Word, Excel/spreadsheets, Outlook or similar;
- Demonstrated capacity to develop and manage financial record management systems and procedures that will support timely and appropriate financial management and the conduct of an annual audit;
- Demonstrated experience in the preparation of monthly financial reports against budget for a board;
- Demonstrated capacity to provide financial advice on strategic and operational matters to the CEO including budgets, cash flow projections and analysis;
- Collaborative team approach aligned with the QVWC's values
- Strong written and verbal communication skills;
- Resourceful, positive and flexible outlook and ability to manage competing priorities; and
- A track record in dealing discretely with confidential or sensitive information.

### Desirable

- Experience in Victorian Government financial reporting requirements;
- Understanding of multi-stakeholder environment; and
- Experience in a small business or not-for-profit environment.

### Other

The incumbent is required to comply with all relevant legislation and regulations, all policies and procedures, including but not limited to:

- Occupational Health and Safety policies and procedures;
- Codes of conduct;
- Policies and procedures relating to the use of computer and any other assets or resources of the QVWC.
- Resourceful, positive, flexible and well organised. Able to manage multiple competing priorities
- Discretion in dealing with confidential or sensitive information
- Commitment to teamwork and a willingness to help others
- Cultural awareness and sensitivity to the needs of women from diverse backgrounds

## To Apply

Please forward your resume and a letter addressing the selection criteria to [jo.porter@qvwc.org.au](mailto:jo.porter@qvwc.org.au) by **23 April 2019**. Inquiries can be addressed to the same email address or call 03 8668 8100.

