



PHCC Working Together

Peel-Harvey Catchment Council

JOB DESCRIPTION FORM

Position Identification

POSITION TITLE	Finance Manager
LOCATION	The successful candidate will work from our Mandurah office with flexibility to work from home and regional offices.
EMPLOYER	Peel-Harvey Catchment Council (Inc.) with payroll function provided by the City of Mandurah

Employment Terms

EMPLOYMENT TERMS	This is a full time position, 38 hours per week. Flexibility may be negotiated
LENGTH OF CONTRACT	4 Years
VEHICLE	A pool vehicle will be available
SALARY PACKAGE	\$102,079 - \$114,943 (negotiable, depending on skills and experience) Plus superannuation contribution and phone allowance
SALARY SACRIFICE	Options are available including purchasing additional leave
AWARD/AGREEMENT	The Fair Work Act and the National Employment Standards
HEALTH AND WELLBEING	3 x Health and Wellbeing Days available above Annual Leave provisions

Position Relationships

RESPONSIBLE TO	Chief Executive Officer
POSITIONS UNDER DIRECT SUPERVISION	Finance Officer
COMMITTEES	Finance and Audit Steering Committees

Resources

RESOURCES	All reasonable resources to enable effective and safe delivery of the project will be provided by the Peel-Harvey Catchment Council (PHCC), e.g. computer and appropriate software, remuneration for use of a mobile phone, uniform, and professional development.
-----------	--

58 Sutton Street, Mandurah
Western Australia 6210

T: +61 8 6369 8800

www.peel-harvey.org.au

Context

The Finance Manager will demonstrate their financial leadership, showing initiative, innovation and business savvy approach to the financial dealings of the PHCC to provide a sustainable model of service and remain a financially viable organisation.

The position is responsible for the overall finance functions of the organisation, including overseeing systems improvement of financially related internal controls and processes which will streamline and improve financial monitoring, accountability and growth across the PHCC.

The Finance Manager is an integral member of the PHCC Leadership Team and will provide accurate and timely advice to the CEO, the Finance and Audit Committee, management team and Board. Sound knowledge and experience with corporate governance will provide a good foundation for the direct relationship with the CEO, Executive, Board and sub-Committees.

Key Responsibilities

Being a part of the Leadership team will provide broader opportunities within the organisation to contribute to initiatives aimed at strengthening PHCC's capacity. Responsibilities include end-to-end accounting functions, financial reporting, managing cash flow, budgeting and forecasting, budget establishment and support, project support, financial acquittals, reporting, and taxation and financial compliance in accordance with relevant statutory legislation and PHCC policies and procedures.

The position will ensure that all internal and external accountabilities relating to the organisation's finances are met, timely and of a high standard.

Responsibilities include:

- Practise and advocate Principles and Values of the PHCC, including those that guide interpersonal behaviour and professional practice.
- Manage the maintenance of, and improvements to a robust financial management framework encompassing the appropriate levels of accountability, accuracy and integrity of the PHCC Financial Management system and related business processes.
- Lead PHCC's financial decision-making processes through informed and considered advice and recommendations to CEO and others.
- Responsible for managing month-end processes and year-end processes working with external financial consultants where required. This includes the preparation of timely and accurate reports on financial results and position in compliance with legislation and PHCC policies and financial controls.
- Work with appointed Auditors to complete end of year Audit and provide information for the preparation of the annual and project financial statements.
- Work with appointed Auditors and PHCC Staff to complete project grant acquittals.
- Ensure PHCC is compliant with relevant legislation, including the Australian Accounting Standards and PHCC financial controls.

- Responsible for Financial Asset Accounting including depreciation, asset register, revaluations, general ledger reconciliation and compliance with relevant policies.
- Responsible for preparation and lodgement of financial and statutory returns by the due date and in accordance with applicable standards including BAS, FBT, TPAR, PAYG and ACNC.
- Identifies and assesses opportunities for continuous improvement in efficiencies and effectiveness within finance processes, workflows and procedures. Implement approved efficiencies.
- Manage payroll (outsourced Supplier)
- Oversee all project budgets and procurement in accordance with PHCC's policies and procedures.
- Oversee all projects and direct resources to ensure delivery of outcomes, meeting contractual obligations including all milestone and reporting requirements within timeframes and budget.
- Contribute to the effective operation of the PHCC applying a team-work approach.
- Provide strategic advice to the CEO and Board.
- Manage the Finance Officer and ensure that they continue to develop and learn in their role

Key Selection Criteria

	DETAILS
GENERAL – BASIC PREREQUISITES FOR THE POSITION	<ul style="list-style-type: none"> • Australian residency or eligibility to legally work in Australia • Current 'C' Class drivers licence • Proficiency in Microsoft Office software suite (i.e. Word, Excel, PowerPoint, Outlook and Access) and general computer use
ESSENTIAL QUALIFICATIONS/ SKILLS FOR THE POSITION	<ul style="list-style-type: none"> • CPA/CA registration with relevant tertiary qualification in accounting and/or finance (or similar, suitable qualification/s) • Demonstrated experience in a medium-scale not-for-profit NGO or community sector Finance Manager role across areas listed above with estimated 8-10 years financial management oversight experience • Analytical mind with a high level of maturity, integrity and ethics, with personal drive and determination to deliver work on time and to a high standard • A thorough understanding of financial governance practices • Proficient user of MYOB accounting software, including MYOB payroll and knowledge of all associated statutory requirements including superannuation, PAYG, Work Cover • Demonstrated understanding of Auditing Procedures • Experience of grant acquittals and project accounting • Demonstrated ability to prepare BAS statements in accordance with legislation

	DETAILS
DESIRABLE	<ul style="list-style-type: none"> • Experience working with and supporting a Board of Management • Ability to contribute to a high performing team that fosters innovation, creativity and individual empowerment • Flexibility to adjust to changing circumstances • Driven to continually extend own learning and development • Experience in Enterprise Resource Planning (ERP) software • A passion for the environment

We acknowledge the Noongar people as Traditional Custodians of this land and pay our respects to all Elders past and present