



ABN 23 082 541 240, 171 Hargreaves Street, Bendigo, 3550

- POSITION:** **General Manager - Finance**
- REPORTS TO:** Executive Officer
- DIRECT REPORTS:** This position has two direct reports: Assistant Accountant and Bookkeeper/Administration Assistant
- SALARY:** Terms and conditions of employment are based on the Community Legal Centres Multi-Business Agreement with above Award salary based on qualifications, skills and experience. The benefits of tax-effective salary packaging (up to \$30,000 grossed-up per FBT Year) plus access to Accommodation and Meal Entertainment packaging. An additional 3 days ex gratia leave between Christmas and New Year's Day is also provided. Employer funded superannuation is paid in accordance with the Superannuation Guarantee (Administration) Act 1992, and is in addition to the gross salary offered. Relocation assistance may be offered for the right candidate.
- HOURS:** 38 hours per week (Full Time) 7.6 hours per day.
- Flexitime work arrangements are available. Overtime is not payable but flexi time is available within ARC policy guidelines.
- LOCATION:** ARC Justice is located at 171 Hargreaves St, Bendigo. This position will also provide support and oversee financial management of the Goulburn Valley Community Legal Centre (a program of ARC Justice), which will require occasional travel to Shepparton. A vehicle is available for this purpose.
- COMMENCEMENT:** March/April 2018  
**DATE**
- HOW TO APPLY:** **Applicants are asked to address both the essential and desirable Key Selection Criteria. Applications that have not addressed the key selection criteria will not be considered.** Applications should be addressed to Ms Hayley Mansfield, Executive Officer, ARC Justice and emailed by **9.00 am Thursday 1 March 2018** to [recruitment@arcjustice.org.au](mailto:recruitment@arcjustice.org.au) All enquiries about the position can be directed to Hayley Mansfield on 0431 438 217. Equal opportunity principles will be applied and people from diverse backgrounds are encouraged to apply.

## OVERVIEW

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ARC Justice is an independent, not-for-profit, human rights organisation that incorporates the Loddon Campaspe Community Legal Centre, the Goulburn Valley Community Legal Centre and Housing Justice.

Our programs deliver accessible legal services, tenancy advice and support to those in our community in the greatest need. We deliver community education and advocate for systemic change that enhances the rights of rural and regional Victorians. We recognise that housing and legal issues do not occur in isolation and we work with local partners to ensure a whole-of-person approach to our work.

### *Vision*

An inclusive community built on a foundation of human rights and equality before the law.

### *Purpose*

We promote equality before the law for people in rural and regional Victoria by: providing legal, advocacy and support services; elevating justice as an issue in public discourse; and advocating for systemic change that upholds human rights.

### *Principles that underpin our work*

- **Community:** We serve, build capacity and are accountable to the community to which we belong.
- **Learning:** We are inquisitive and receptive to new ideas, use evidence-based practice and share our knowledge to achieve the greatest impact for our communities. We learn from both our successes and mistakes.
- **Partnership:** We believe partnership and collaboration with individuals, communities and organisations is the only way to create meaningful and sustainable change.
- **People:** We are committed to ethical and sustainable practice that values our people in achieving our purpose.
- **Recognition of First Peoples:** We celebrate the strength, culture and contribution of our First Peoples. We recognise the systemic injustices brought against them, and work in partnership with local Aboriginal communities to bring justice.
- **Respect:** In all of our work, we show respect. We value diversity and acknowledge differences, knowing these strengthen our community.

### **Position objective**

The General Manager - Finance has responsibility for the effective and efficient management of all aspects of ARC Justice's finances and facilities management. Key outcomes for this role are:

- Ensure that ARC Justice meets all financial, legal, governance and legislative requirements in relation to finance management.
- Effective management of the organisation's cash flow, budget and balance sheet, in accordance with instructions from the Executive Officer and Board of Directors.
- Provision of high-quality financial management information and reports to the Executive Officer and Board of Directors as required.
- Provide strategic advice to the management team to inform decision making and resource allocation to ensure efficient and effective utilisation of ARC's resources
- Ensure the effective management of ARC's assets and infrastructure, including buildings, equipment and vehicles, insurance and lease negotiations.
- Ensure finance functions are informed by the objectives of our Strategic Plan and are delivered in accordance with our policies, vision, values and principles.

## KEY RESPONSIBILITIES

<b>Budget</b>	<ul style="list-style-type: none"> <li>• Prepare monthly and annual budgets, noting risks, significant variations, issues for attention, preparing forecasts and recommendations for improved financial performance.</li> <li>• Identify and promptly communicate cash flow matters or other areas of financial risk to the Executive Officer.</li> <li>• Advise, assist and empower program managers in relation to budget matters and activities that impact on work areas and operational budgets.</li> <li>• Ensure all income and expenditure is allocated and processed efficiently in accordance with our legal responsibility as a charity.</li> <li>• Prepare financial analyses and proposals for change, initiatives and special projects.</li> </ul>
<b>Financial reporting</b>	<ul style="list-style-type: none"> <li>• Prepare informative, internal financial reports, including monthly and end of financial year and annual reports for Executive Officer and Board of Directors as required.</li> <li>• Prepare financial acquittals for funding agreements.</li> <li>• Provide direction and assistance to program areas regarding information required for reporting.</li> <li>• Prepare annual statutory financial statements and lodge these with external bodies as required.</li> <li>• Manage all taxation matters and liaise with external auditor.</li> </ul>
<b>Payroll</b>	<ul style="list-style-type: none"> <li>• Ensure all payroll responsibilities, including the timely and accurate payment of wages, and communication regarding pay conditions, arrangements and regulatory requirements are met.</li> </ul>
<b>Accounting systems and improvements</b>	<ul style="list-style-type: none"> <li>• Ensure accounting systems and processes are up to date, maintained and delivering outcomes that enable the organisation to manage its finances, initiatives and organisational changes effectively.</li> <li>• Design and develop integrated and accountable financial processes through evaluation, collaboration, staff and volunteer training and quality improvement.</li> <li>• Ensure financial delegations are communicated and applied correctly.</li> </ul>
<b>Accounts payable</b>	<ul style="list-style-type: none"> <li>• Ensure all accounts for payment are correctly authorised, journals processed, promptly paid and take into account discounts and GST.</li> <li>• Where necessary, prepare authorizing documentation for presentation to the EO, Chair, Treasurer or management.</li> </ul>
<b>Asset and facilities management</b>	<ul style="list-style-type: none"> <li>• Responsible for asset management, including appropriate controls to safeguard the financial assets, in the area of property and leasing advice, vehicle fleet, insurance policy for all aspects of our operation and 'best value' purchasing arrangements.</li> <li>• Manage Information, Communication and Technology (ICT), ensuring cost effective, effective and sustainable ICT capability across ARC Justice.</li> </ul>
<b>Relationship management</b>	<ul style="list-style-type: none"> <li>• Develop and maintain positive internal and external working relationships</li> <li>• Respond to all information requests from stakeholders in a responsive and professional manner.</li> <li>• Ensure timely and valuable advice and reporting within the organization.</li> <li>• Negotiate in fair and respectful manner that recognizes the goals of both parties and aims, wherever practicable to achieve mutual benefits.</li> </ul>
<b>Organisational leadership</b>	<ul style="list-style-type: none"> <li>• Work with the Executive Officer and Leadership Team to develop the strategic direction of ARC Justice.</li> <li>• Actively contribute and apply critical thinking to management team discussions to robustly test ideas and initiatives.</li> <li>• Provide high-level strategic advice to the Executive Officer and Board of Directors to inform planning and decision making.</li> </ul>

## KEY SELECTION CRITERIA

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### **Essential** (Skills, knowledge, experience)

1. Experienced and proactive leader with demonstrated excellence in senior management of finance, accounting, budgeting, controls, analysis and reporting within a community organisation.
2. Extensive experience in leading annual budget development processes, forecasts and reporting against these.
3. Excellent communication and interpersonal skills, both verbal and written, with an ability to convey technical information understandably to a wide variety of audiences.
4. Experience in asset and contract management, including the areas of property and leasing advice, vehicle fleet, information and technology, insurance policy for all aspects of our operation and 'best value' purchasing arrangements.
5. Demonstrated capacity to engage in the mentoring and supervision of staff and to foster a collaborative team environment.
6. Keen ability to think and act strategically; planning for the long-term while balancing the short and long-range needs of the organisation.

### **Prerequisites**

1. Bachelor Degree in Accounting or Finance.
2. Unrestricted Victorian driver's license.
3. Clear Police record check (concerning offences of dishonesty and personal safety).

### **Desirable** (Skills, knowledge, experience, qualification and/or training)

1. Advanced degree or equivalent preferred (CPA/MBA)