

## Position Description

<b>Title</b>	Finance and Corporate Services Manager
<b>Reporting to</b>	Chief Executive Officer
<b>Direct Reports</b>	nil

### The Role

The purpose of the Finance and Corporate Services Manager position is to ensure effective, transparent financial management of the organisation and oversight of other corporate support functions such as IT, facilities maintenance, contract reporting and support, insurances budgeting and forecasting and some HR functions. A strong knowledge of Australian Accounting Standards and relevant not-for-profit sector taxation laws and financial guidelines are essential in the position.

To ensure the efficient financial management of the organisation, the Finance and Corporate Services Manager must effectively communicate with all staff that have varying levels of financial experience. The Finance and Corporate Services Manager is responsible for the production of financial management reports for staff and board, as well as the production of our annual accounts for financial reporting purposes.

The Finance and Corporate Services Manager is also responsible for the day to day financial management of the organisation including accounts payable and receivable, bank reconciliations, preparation of BAS and payroll which is conducted through a third party.

This position must be able to operate at a strategic level and provide high level advice to the CEO and board but also not afraid to 'get their hands dirty'. There are also data entry and record keeping requirements that are critical to the success of the role.

## The Candidate

### Role Specific - Highly Desirable Skills and Abilities

- Tertiary qualification in Accounting
- Three years experience in a similar role
- Proficiency in Xero / MS Office / Outlook
- Strong knowledge of Australian Accounting Standards
- Effective communicator
- Proactive with a high levels of customer service and 'can do' attitude
- Willingness to work out of hours when required
- Ability to think clearly and reorganise priorities under pressure
- Passion for the community and making the extra effort to achieve the desired outcomes
- Working knowledge of profit centre reporting and accountability including budgeting and forecasting
- Excellent written and oral communication

### Applicant Specific - Personal Behaviours and Attributes

- Commitment to Give Where You Live foundation's purpose and mission
- Strong commitment to providing high levels of customer service (both internal and external stakeholders)
- Initiative, flexibility and ability to work independently as well as a team
- High levels of self-motivation and initiative
- Ownership and accountability of one's work
- High levels of confidentiality and integrity (relating to both data and verbal communication)

### Desirable

- Five years experience in a similar role
- An understanding of the not-for-profit sector
- An understanding of Salesforce CRM

## Key Result Areas and Key Performance Indicators

Key Result Areas	Responsibilities	Key Performance Indicators
Financial Management	<p>Management of accounts payable and receivable</p> <p>Management of organisation Balance Sheet and Profit and Loss</p> <p>Development of organisation finance protocols and processes where required</p> <p>Development and management of organisation wide budget</p> <p>Monthly forecasting</p> <p>Administration of payroll (through a third party), production of BAS</p> <p>Completion of bank reconciliations</p> <p>Manage the Foundation's endowment in partnership with external advisers</p>	<p>AP and AR are within terms</p> <p>Budgets presented to board for approval</p> <p>All reporting completed and submitted on time</p> <p>Bank reconciliations completed</p>
Financial Reporting	<p>Production of monthly financial management reports as required by the CEO</p> <p>Financial management reporting for departments</p> <p>Production of financial reports and narrative for the Board Finance Committee</p> <p>Attendance at all Board Finance Committees</p> <p>Financial reports and financial dashboard reporting for board meetings</p> <p>Production of annual accounts for audit, annual report and taxation purposes</p>	<p>Financial reports are accurate and completed on time</p> <p>Board reports are accurate and completed on time</p> <p>Board satisfied with quality and quantity of reports</p> <p>Department Managers have adequate financial information</p>
Stakeholder Communication and Relationship Management	<p>Effective communication with all staff</p> <p>Coach and mentor staff to assist with budget and financial management</p>	<p>There are no internal or external complaints regarding service</p>

<p><b>Management</b></p>	<p>Develop and manage an effective relationship external accountants and auditors</p> <p>Develop and manage an effective relationship external investment advisers</p> <p>Ensure strong relationships with suppliers and corporate donors</p> <p>Exhibit a high level of internal and external customer service</p>	<p>Regular interaction and meetings with external advisers</p>
<p><b>Corporate Services</b></p>	<p>Manage the Foundations IT requirements with our external suppliers and contractors</p> <p>Facilities and buildings maintenance</p> <p>Maintain staff personnel files, employment contracts payroll</p> <p>Review the organisation's policies and processes and adjust when necessary</p> <p>Manage and acquit funding contracts</p> <p>Manage commercial agreements</p>	<p>All IT safeguards up to date and in place</p> <p>All IT hardware and software up to date</p> <p>Buildings and facilities in good order and maintained</p> <p>Funding acquittal completed on time</p>
<p><b>Supply Sound Financial Advice</b></p>	<p>An up to date knowledge of all Australian Accounting Standards and ensure organisation compliance</p> <p>Understanding and expertise of financial and taxation guidelines relating to the not-for-profit sector</p> <p>Provide advice and assistance to other senior staff in relation to corporate matters</p>	<p>Knowledge is up to date and advice sound</p> <p>Attendance where necessary at industry seminars and forums</p> <p>Meet regularly with senior managers</p>
<p><b>Asset / Investment Management</b></p>	<p>Liaise with external investment advisers to ensure effective administration of investment funds</p> <p>Report against investment returns targets</p> <p>Support the Chief Executive Officer. and Board finance sub-committee</p>	<p>Investment administration is up to date</p> <p>Investment reporting is completed on time</p>

### Additional Information

- Any offer of employment at Give Where You Live Foundation may be subject to a satisfactory National Police Record Check and Working with Children Check, where applicable
- Some out of hours work will be required in this position
- Ongoing, performance and employment will be measured against KPI's, values and demonstrated behaviors outlined above.

## **The Give Where You Live Foundation and working for the Foundation**

Established in 1954, the Give Where You Live Foundation exists to address one of the most complex and entrenched social issues across the wider Geelong region – DISADVANTAGE.

The Foundation believes that in order to achieve a reduction in entrenched disadvantage and greater social and economic participation for people and places across our region, all the members of our community must have access to an adequate education that, enables them to access sustaining and sustainable employment and have access to the support required in order to meet a significant life crisis should the need arise.

Today we are investing together with our partners across these key focus areas of Education, Employment and Life Crisis. This work includes the delivery of our own programs including Feed Geelong (a strategy to financially support the Geelong emergency food relief system), Direct Assistance Voucher programs (to provide immediate relief to those who are experiencing hunger, require pharmacy or household aid) and the Foundation's iconic GROW initiative. GROW (G2I region opportunities for Work) an ambitious initiative that seeks to address one of the major drivers of disadvantage – long term unemployment.

This work also includes our grant making. This year we have collectively invested \$1.43million in grants to 48 partner organisations who are delivering programs throughout our region in one of our key focus areas of education, employment and life crisis. It is through this work that we will ensure greater equity of opportunity in our community so that ALL people and places thrive

The Give Where You Live Foundation prides itself on being a strong leader within the Geelong community and an organisation that is continuing to change, evolve and innovate. Having proudly won various business awards over the years (including the 2019 Geelong Chamber of Commerce's 'Small Business of the Year') the Give Where You Live Foundation has a strong focus on organisational work culture.

The Give Where You Live Foundation prides itself on being a strong leader within the Geelong community and an organisation that is continuing to change, evolve and innovate. Having proudly won various business awards over the years (including the 2019 Geelong Chamber of Commerce's 'Small Business of the Year') the Give Where You Live Foundation has a strong focus on organisational work culture.

The work we undertake at the Foundation is really important, so too is our work culture. The Foundation offers employees a friendly, supportive and flexible work environment where innovation, dedication and fun are at the core.

Visit the Foundation's website [www.givewhereyoulive.com.au](http://www.givewhereyoulive.com.au) for further information about our organisation and our work.

The Give Where You Live Foundation is an equal opportunity employer, and as a signatory to the GROW (G2I Region Opportunities for Work) compact, we encourage applications from a diverse range of backgrounds.

**Our Vision** A G2I region where all people are part of an inclusive and connected community and not limited by the effects of disadvantage.

**Our Mission** We are a catalyst for social change through innovative philanthropic solutions to challenging social problems. We engage donors and build partnerships; undertake best practice grant making and provide visionary leadership to create common agendas.

**Our Values**

Value	What it means	Accompanying Behaviours
Integrity	We are committed to being honest, respectful, consistent and ethical in our behaviour, relationships and work.	<ul style="list-style-type: none"> <li>Always acts honestly and transparently and presents the truth no matter how difficult</li> <li>Shows all people respect and dignity</li> <li>Exhibits the highest standards of ethics</li> <li>Is aware of the impact of own behaviour on others and manages behaviour appropriately</li> <li>Admits mistakes and reflects honestly on own performance and actions</li> <li>Always represents themselves and the organisation to the highest standard and never places the organisation's reputation at risk</li> </ul>
Accountability	We are accountable to our supporters, partners and the Geelong Community. We take responsibility for the stewardship of the funds we raise and will ensure our actions and reporting are transparent.	<ul style="list-style-type: none"> <li>Takes responsibility for own actions, behaviours and work</li> <li>Ensures responses to queries are timely and accurate</li> <li>Ensures transparency in all actions and dealings with all stakeholders</li> <li>Is a team player and takes responsibility for both individual and team results</li> <li>Does not avoid responsibility</li> <li>Always behaves in the best interest of the organisation</li> </ul>
Excellence	We strive to be the best we can be in all activities we undertake. Consistently questioning our service standards will help us achieve our ambition of continuous improvement.	<ul style="list-style-type: none"> <li>Constantly questions level of service with a view to improving</li> <li>Never settles for second best or allows 'good enough' to become the standard</li> <li>Honestly benchmarks themselves constantly against best practice within our organisation and the wider community</li> <li>Independently seeks information on best practice</li> </ul>
Diversity	We embrace the diverse nature of the Geelong community. We encourage new ideas and value all opinions because this will better inform our work and increase our connectedness to the Geelong region.	<ul style="list-style-type: none"> <li>Is inclusive of new staff, volunteers and stakeholders</li> <li>Listens to all ideas and offers constructive feedback not criticism</li> <li>Values a different point of view</li> <li>Engages in respectful, active debate which encourages ideas</li> </ul>
Innovation	Innovation will be a key factor to our success. We will constantly strive for improved, efficient and effective methods of completing our work, engaging our partners and communicating with the community.	<ul style="list-style-type: none"> <li>Accepts and embraces change as natural</li> <li>Pursues new ideas and encourages others to do the same</li> <li>Consistently questions our methods to try and find a new and improved way of doing things</li> <li>Works proactively and doesn't need constant direction</li> </ul>
Passion	We are passionate about our work, creating sustainable improvement in people's lives, and supporting the Geelong community.	<ul style="list-style-type: none"> <li>Shows dedication to our mission and purpose</li> <li>Shows high level commitment to achieving a good result or enhancing the organisation</li> <li>Is a public advocate for our mission and the Geelong region</li> </ul>

## To Apply

Email your resume and an accompanying covering letter addressing your fit, experience and skills in relation to the **Key Result Areas** and **Key Performance Indicators** outlined in the Position Description located online at [www.givewhereyoulive.com.au](http://www.givewhereyoulive.com.au) to:

Elise Dodd

email [elise@givewhereyoulive.com.au](mailto:elise@givewhereyoulive.com.au) by close of business **Wednesday, 4 December 2019**

Please direct any questions to Elise Dodd via email [elise@givewhereyoulive.com.au](mailto:elise@givewhereyoulive.com.au) or phone 5229 4364.