

Position Description



Position:	Finance Manager
Reports To:	Chief Financial Officer
Employment Type:	Full-time
Award Pay Level:	Level 6 under the Social, Community, Home Care and Disability Services Industry Award 2010
Location:	The ASRC offers Flexible Working Arrangements, including the ability to work remotely; the expectation is 2 days per week minimum in the office. Flexible office working from either 214 Nicholson Street, Footscray and/or 205 Thomas St, Dandenong

Organisational Context

The Asylum Seeker Resource Centre (ASRC) is a leading advocacy organisation for people seeking asylum in Australia. We are a values-driven organisation that strives to be part of a movement that helps people seeking asylum by providing direct services such as assistance with accommodation, food, casework, employment, education and legal services. We campaign and lobby with our sector to drive law reform and policy change.

At the heart of the ASRC strategy is the people we serve, and our commitment to ensuring that their voices of lived experience are embedded in all that we do. The ASRC exists for refugees and asylum seekers, and we are in the service of this community of people. It's important that our work and focus is led by what this community needs, expects and wants from us.

Our Values

The human rights of people seeking asylum and refugees are at the foundation of all we do and the workforce makes it happen, doing the work to bring the vision and purpose to life.

Our organisational values are:

- Welcoming
- Authentic
- Courageous
- Collaborative

ASRC Finance

The Finance function is an integral part of ASRC's business and supports the organisation with strategic financial decision making, and develops and maintains operational finance processes to maximise organisational efficiency. Finance oversees financial stewardship to ensure donor money is spent to maximise ASRC's impact and provides meaningful reporting and analysis for effective analysis of historical trends, as well as for future decision making. The Finance team achieves this by partnering with Program teams across the organisation and working closely with the Finance Committee.

The Role

The Finance Manager is responsible for the financial stewardship of the organisation, and ensuring that financial information is readily available for strategic decision-making. This includes oversight of ASRC's financial policies and processes, to ensure all regulatory and statutory compliance obligations are met. In order to maximise our impact for our clients, the Finance Manager ensures that related financial processes are developed and maintained in the most efficient manner, thereby optimising ASRC's cost structure. The Finance Manager also collaborates with the team leaders in the People, Place & Enablement team and the Executive Office, supporting them with financial reporting, budgeting and forecasting. The Finance Manager is self-driven and strives for continuous improvement, critically assessing processes and outcomes.

Specific Duties

Financial management & reporting:

- Oversee and contribute to month end processes, including organisational profit & loss, balance sheet and cash flow
- Prepare and review meaningful balance sheet reconciliations, ensuring any reconciling items are resolved within agreed time frames
- Oversight and maintenance of ASRC's ERP system MYOB and payroll system HR3
- Management of ASRC's cash flow, including bank accounts
- Business partner for Finance, People, Place & Enablement team and the Executive Office
- Prepare and lodge ACNC reporting

Finance operations:

- Drive process efficiency and optimise financial transactions and processes

Team Leadership:

- Lead and manage Payroll and supporting accountants, and oversee their work

Compliance:

- Undertake regular review of policies and processes to ensure ASRC's compliance obligations are met
- Oversee the lodgement of relevant taxation obligations (GST, FBT), and oversee employee related obligations (superannuation, PAYG)
- Oversee the renewal of workers compensation
- Coordination of the annual financial audit, including working with the audit team on the preparation of statutory accounts

Project work:

- Reviewing ASRC's ERP and Payroll system, and working with the CFO and relevant stakeholders in Finance and across the business, with the view of selecting and implementing fit for purpose systems to better support ASRC's operations

Skills - Selection Criteria**Essential:**

- Expert accounting skills, backed up by relevant qualifications (CA or CPA)
- Team player, ability to build strong relationships and collaborate with others
- Excellent communication skills, both written and verbal, including working with stakeholders with all levels of financial literacy
- Solid knowledge of NFP compliance environment
- Team leadership
- Ability to analyse and problem solve
- Expert excel skills
- Solid understanding of payroll
- Project management, organisation and prioritisation skills

Desirable:

- Lived experience of seeking asylum

Key Performance Indicators

- Accurate & timely monthly reporting – profit & loss, balance sheet and cash flow
- Meaningful balance sheet reconciliations, with action items resolved within agreed time frames
- Feedback from stakeholders
- Regulatory and statutory compliance items are met (as a minimum)
- Processes are running smoothly, policies are clearly operationalised
- Efficient annual audit, resulting in a positive audit outcome
- Payroll and supporting accountant(s) thrive in their work