



**MANAGER, FINANCE &
HUMAN RESOURCES**

JOB & PERSON SPECIFICATION

JULY 2010



POSITION DESCRIPTION

Position Title:	Manager, Finance and Human Resources
Department:	Corporate Services
Reports to:	Executive Manager, Corporate Services Finance and Human Resources Officer
Direct Reports:	Administration Officer (Finance and HR) Administration Officer (Reception)

About Autism SA

Autism SA has been providing specialised services to the South Australian community since 1964. We are the leading provider of specialised services to people with an Autism Spectrum Disorder in the State and our national networks ensure an ongoing commitment to specialised services and resources across Australia.

Our Vision: Leading the way through knowledge, understanding and acceptance

Our Mission: To deliver specialised services and promote community awareness to facilitate an inclusive community that values individuals and families living with an Autism Spectrum Disorder

Our Values

Quality Service: We value the delivery of proactive, timely, responsive services that are of high quality

Expertise: We value the specialist knowledge and understanding that we have about Autism Spectrum Disorders

Collaboration: We value partnerships with clients, service providers and supporters

Leadership: We value our reputation as a leader and our commitment to high values and standards

Teamwork: We value a respectful, co-operative, organised and positive work environment

Diversity: We value the talents, strengths and diversity of all people that are part of the Autism Spectrum Community

Professionalism: We value professionalism in all aspects of work duties as well as in our representation of our organisation



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Position Objectives:

This position is required to develop a strong team culture and provide leadership within Autism SA, ensuring operation at the highest levels of financial efficiency, control and transparency. The position is an integral component of the leadership team. Specifically, the role is responsible and accountable for:

- The provision of accounting services for use in planning and controlling the work of Autism SA
- The planning, coordination and conduct of financial and operations analyses, preparing recommendations and providing advice to the executive management team
- Support for the leadership team in the development of annual budgets, reports and forecasts and the provision of financial advice to ensure the effective management of such budgets
- In liaison with the Executive Manager Corporate Services, ensuring compliance with all laws, codes, standards and organisational policy regulating financial operations and to plan, organise and direct the financial operations of Autism SA
- Maintenance of records to meet legal and tax requirements and to measure both the inputs and the outcomes of Autism SA's operations including management the charity's tax liabilities under existing and future legislation
- Management of the Human Resource function and ensure implementation in line with strategic objectives, relevant legislation and organisational policy
- Participation as a member of the leadership team focusing on policy and program development, strategic planning, organisational management and development, and representation of Autism SA to external organisations and governments.

Special Requirements:

- Current South Australian Drivers Licence
- Satisfactory National Criminal History Record Check
- Reasonable additional hours of work may be required
- Willingness to participate in an annual performance and professional review

Responsibilities and Duties:

I. Organisational Development and Strategic Management

- Participate in the development and implementation of the organisation's vision, mission and strategic plans
- Lead the development of operational and business plans for the Finance and Human Resources department
- Contribute to the development, implementation and evaluation of organisational policies and procedures
- Lead the development, evaluation and improvement of the Finance and Human Resources department
- Contribute to the development of new organisational initiatives



2. Management and Development

Finance

- Manage fiscal procedures and operations ensuring integrity, accuracy and control of information and data
- Develop, prepare, and monitor annual Autism SA and program budgets including revenues, expenditures, variance reports, cash flow analysis reports and projections and budget reforecasts
- Prepare special budgets for grant proposals as required
- Prepare and present financial reports to the Executive Manager Corporate Services and ensure regular financial reporting to key internal and external stakeholders as required
- Monitor and work with financial institutions regarding investment funds and accounts
- Coordinate financial audits and prepare statutory financial reports and liaise with external auditors
- Establish, document, manage and refine relevant financial systems within the Autism SA ensuring their efficient, effective, timely and accurate operation
- Ensure the secure and effective management and administration of day-to-day financial matters and transactions, managing the security and integrity of credit cards, petty cash and receipts.

Accounting and Payroll:

- Perform all general ledger functions
- Ensure that adequate contingency plans are in place to ensure consistency and continuity for accounting and payroll functions
- Supervision and review of accounts payable processing
- Review payroll and accounts payable checks for coding, reasonableness, and accuracy
- Supervision and review of bank reconciliations
- Prepare agency tax, informational, and employer returns
- GST reconciliation, payments and receipts

Human Resources

- Ensure that Autism SA has effective systems in place to support a human resource function that is compliant with all relevant legislation and industrial requirements which includes EEO, OHS&W, workers compensation and organisational policies
- Provide analysis of staffing cost issues and leave liabilities
- Provide advice and support to the leadership team to ensure that staff are recruited, engaged, inducted and administered in accordance with Autism SA policy
- Manage procedures to ensure the recruitment process is compliant with Autism SA policy and that all appointments are correctly costed
- Ensure maintenance of personnel files in accordance with relevant legislation and standards.

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Fleet and Asset Management

- Ensure effective procurement and maintenance of fleet vehicles and ensure the maintenance of asset registers

General

- Assist with the development and implementation of quality assurance practices
- Develop and maintain systems to monitor the efficacy of corporate services within a continuous improvement framework
- Promote and practice productive working relationships with relevant Federal, State and Local Government stakeholders, plus develop collaborate links with other Non-Government service providers
- Develop systems and standards to ensure that funding approval requirements are met
- Manage and report on program performance against operational plans, organisational requirements, funding and service agreements and business objectives

3. Leadership and Staffing

For positions reporting directly to the role:

- Lead, develop and maintain a high performing team
- Ensure cohesiveness and integration of services between programs
- Ensure maintenance of professional standards and service performance
- Recruit staff and manage staff performance
- Facilitate regular performance appraisal, relevant training, supervision and professional development
- Assist in reviewing and recommending improvements to the structure and staff resources to ensure the agency capacity and capability
- Practice the values of the organisation, and provide effective guidance and support to staff to achieve ongoing positive cultural change.

4. Promotion and Representation of Autism SA

- Ensure a positive reputation for the agency
- Represent Autism SA in appropriate policy and planning meetings
- Develop and maintain effective relationships with external stakeholders and strategic partners

5. To work as an integral staff member of Autism SA

- Complete reports and data as required and being accountable at all times for work practices
- Attend and participate in team meetings, planning days, full staff meetings
- Work in collaboration with other departments of Autism SA
- Seek training and development opportunities
- Ensure adherence to relevant organisational policies and procedures and work practices
- Actively participate in continuous improvement activities and apply quality improvement principles to all duties performed

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- Undertake other duties that may be allocated from time to time that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

6. To ensure organisational compliance

All Autism SA staff are required to work in accordance with the Code of Conduct Policy and legislative requirements including:

- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Keeping Them Safe Legislation including the Charter of Rights for Children and Young People in Care
- Disability Discrimination
- Relevant Awards and Enterprise Agreements
- Relevant Australian Standards
- Duty to maintain confidentiality
- Cultural competence across all practice and service delivery
- Disability Services Act

7. To comply with statutory and organisational requirements with regards to Occupational Health, Safety and Welfare

- Observe all Occupational Health and Safety policies, follow directions and report all Occupational Health and Safety matters
- Take reasonable care to protect one's own health and safety at work and avoid adversely affecting the health or safety of any other staff members or clients through any act or omission at work
- Exercise a "duty of care" in providing services to clients
- Support a non-smoking working environment

8. To support and uphold the Vision, Mission and Values of Autism SA



PERSON SPECIFICATION

Qualifications:

Essential: Tertiary Qualification in accounting

Desirable: Additional qualification(s) in human resource management

Experience:

Essential:

- Demonstrated ability to provide leadership and management in financial operations roles, including cost analysis, analysis of area activities costs in efforts to control expenses efficiently
- Budget planning including forecasting analysis and developing and managing financial plans and management reporting
- Experience in the not-for-profit sector
- Supervision of staff and team leadership
- Proven ability to contribute effectively as part of a management team
- High-level written and oral communication skills
- High-level conceptual and analytical skills including an ability to interpret business performance, financial and human resources data
- Demonstrated capacity to implement continuing systems improvement, with emphasis on risk management and quality assurance
- Significant experience in the ability to lead, manage and work collaboratively in a team environment, contribute to and encourage a culture of team work and service delivery and take a shared responsibility for achieving results

Knowledge:

- Principles and practices of auditing, accounting and budgeting and investment management
- Codes and regulations pertaining to the financial operations of non-government organisation
- Knowledge and understanding of relevant legislation

Personal Abilities/Aptitudes/Skills:

- High level of management and leadership skills including the ability to contribute positively to the strategic and business planning process and to translate strategic direction into programs, services and staff performance
- Demonstrated ability to lead and to stimulate a high level of performance within the team, to facilitate the development of team members by clearly communicating expected standards of performance, develop a co-operative environment within a team and provide effective feedback on performance
- Develop, foster and model productive working relationships with a wide range of staff and agencies from a broad range of sectors

PERSON SPECIFICATION



- Utilise high levels of report writing skills, oral communication, negotiation and conflict management skills
- Ability to support and work with people with diverse backgrounds, value systems, cultural differences and special needs
- Familiarity with the Microsoft Windows and Microsoft Office environment and accounting software applications (preferably Sybiz and Visipay)
- Advanced word processing, spreadsheet, database and quantitative skills
- Excellent analytical and numerical skills
- Ability to inspire and motivate others and work effectively within a dynamic team environment
- Motivated and reliable with the ability to work under pressure and to meet deadlines without sacrificing professional standards
- Ability to think and act creatively, problem solve and develop strategic and operational plans that take into account risk assessments, budgetary requirements and organisational needs
- Ability to make decisions and act independently within an organisational accountability framework and Strategic Plan



HOW TO APPLY

Applications should be forwarded to Heidi Jones by e-mail 13041@hender.com.au

Telephone enquiries may be directed to Heidi on (08) 8100 8807 or to Julie Fleet on (08) 8100 8806.

Please Note

Your application will be automatically acknowledged by a return e-mail.