

Position Description

Position Title	Manager – Financial Accounting and Reporting
Department:	Finance
Reports to:	Financial Controller

Purpose of the Position

To provide specialist expertise and management within the Finance Team and more broadly across Housing Choices Australia as appropriate.

The position is a management role for the Financial Accounting and Reporting (FAR) team, which provides day-to-day finance functions, preparation of financial accounts, external financial reporting and relationships with auditors and other external 3rd parties.

The Manager – Financial Accounting and Reporting is a key leadership role providing continuous development of accounting processes, systems and workflows for day-to-day efficiency, providing a sound platform for growth. The position is responsible for the maintenance of an effective and efficient internal control process including appropriate policies and procedures.

Cultural Alignment

Personal alignment with Housing Choices Australia's values is an important part of working with us.

- We put people first
- We value difference and work together
- We trust and are trusted
- We learn and adapt
- We strive to be better

Specific Responsibilities

- Manage, motivate and develop a high performing and collaborative team
- Manage resources in accordance with our values and behaviours, budget, policies and best practice
- Develop effective internal relationships and collaborations to progress HCA's strategic agenda and outcomes for residents
- Lead, manage and coordinate the FAR function, including:
 - accurate and efficient operation of all aspects of general and subsidiary ledgers, accounts payable and receivable, asset registers, payroll and day-to-day cash management activities
 - ensure the accuracy and integrity of financial records through monthly Balance Sheet reconciliations, systematic reviews of revenue and expenses and clarification of issues causing variances by engaging relevant stakeholders
 - preparation of annual financial reports including consolidated report
 - engagement with external auditors;
 - regulatory, statutory and third party reporting
 - internal controls and risk management strategies across finance and accounting systems and processes

- Work closely with the Financial Planning and Analysis team (FP&A) to finalise the monthly financial reports, reports to the Executive, Committee and Board
- Proactively lead stakeholder engagement for the FAR function, seeking continuous improvement and excellent customer service
- Provide sound financial advice to address and resolve financial accounting issues
- Assist the Financial Planning and Analysis team with budget, forecast, analysis & reporting
- Deliver process improvements ensuring policies and procedures are implemented, reviewed, improved and remain fit for purpose
- Lead, manage, motivate and develop a high performing and collaborate FAR Team, managing resources in accordance with HCA values, budget, policies and best practice including development work plans for team members in consultation with the Financial Controller and individual job holders, reviewing performance and providing feedback in accordance with the Performance Development process. Develop and implement Performance Improvement Plans as necessary
- Develop and lead on building strong relationships and collaborations with key stakeholders internally and externally
- Manage, guide and develop best practice within the FAR team services delivery to ensure timely, accurate and efficient provision of Finance services and reporting to the rest of the business
- Ad hoc projects, when required

You are part of something bigger

We are a diverse, dedicated and collaborative group of people who are strongly committed to making a difference in the community. You will play an integral role in helping us achieve our mission and vision. We provide an inclusive, genuinely positive and connected workplace and everyone working at Housing Choices Australia is expected to:

- Live our values everyday
- Work collaboratively to identify opportunities to deliver improved resident outcomes
- Always provide courteous and professional service
- Contribute ideas, energy and effort into achieving our strategic aspirations
- Establish and maintain excellent working relationships across our organisation
- Participate in ongoing learning opportunities including professional guidance, peer learning, formal learning, digital learning, knowledge sharing and feedback on performance
- Comply with all organisational policies and procedures, legislation and agreements, including gender equality and respect and occupational health and safety
- Contribute to the development and review of policies and procedures relevant to the role
- Comply with reasonable reporting and accountability requirements of the organisation

Key Relationships

- 3 direct reports and 8 indirect reports.
- Manager – Financial Planning & Analysis and Treasury Manager as peers.
- Key internal partnership relationships with:
 - The Audit, Finance and Risk Committee
 - The Executive Team, Leadership Team, including State Managers
 - Functional managers
- Key external partnership relationships with:
 - External Auditors
 - Bank and other financiers
 - State government and other third parties for whom we manage property portfolios

- ATO and ACNC
- Outsourced service providers such as payroll and salary sacrifice

Selection Attributes

Knowledge and Qualifications

- CPA or CA qualification
- Knowledge of Australian accounting standards and relevant regulatory and legislative compliance requirements
- Relevant tertiary qualification in Accounting, Business, Commerce, strategy, management, community housing, property development or equivalent experience
- Capacity to support change and innovation and deliver creative and leading practice solutions

Experience

- Proven leadership experience of leading a team of finance staff and development staff performance plans
- Significant financial management experience
- Highly experienced in the use of a range of financial packages, Excel, Access, Word and other Microsoft packages
- Experience of development policies and procedures and associated financial controls
- Experience in preparing financial statements
- Proven experience and successful track record in a comparable role or discipline(s) in the public/community, private housing sector or transferable sector
- Experience, or ability to acquire skills quickly, in preparing business plans and executing strategy
- Experience in preparing management, business and regulatory required reports

Skills

- Highly developed written and oral communication skills, with excellent computer literacy and strong attention to detail
- Strong influencing and relationship management skills
- Ability to lead, motivate, mentor and manage people
- Well-developed conceptual, analytical and problem solving skills
- Strong decision making ability
- Well-developed organisational and/or project management skills including ability to manage conflicting priorities and high work volumes without affecting quality of service delivery

Other Requirements

- Willingness to undertake relevant Police screening
- Agreed to comply with Child Safe Environments policies and procedures
- Sensitivity to and understanding of issues affecting socially disadvantaged groups including people enduring housing stress, people with disability and people from a non-English speaking background

Current driver's license and willingness to travel across HCA sites and interstate as required. I acknowledge that this position description outlines the core role requirements and workplace expectations. I understand its intention is to support a focus on key outputs and that flexibility is required in a dynamic, complex and changing environment.

Job Holder _____

Date _____