



<b>POSITION DESCRIPTION – FINANCE MANAGER</b>	
<b>Part 1 – Expectations for Your Role</b>	
<b>Position</b>	Finance Manager
<b>Service / Program</b>	Finance
<b>Industrial Instrument</b>	Each Enterprise Agreement 2024
<b>Instrument Classification</b>	Support Services – Level 5
<b>Reports to</b>	Financial Controller
<b>Effective Date</b>	April 2025

## Key Deliverables

### Financial Reporting / Ledger Integrity

- Responsible for the delivery of financial and statutory accounting functions.
- Manage the preparation of monthly financial statements, including balance sheets, profit and loss accounts, and cash flow statements.
- Ensure timely and accurate reporting for internal stakeholders and external audits.
- General ledger maintenance including the management of the fixed asset register.

### Transactional Accounting

- Provide leadership and oversight to the team completing daily banking and reconciliation.
- Lead and manage the Accounts Payable function ensuring timely and accurate processing, statement reconciliation and subsequent payment.
- Ensure accuracy of the month end journal and their timely completion. Conduct random reviews of journal computations and support documentation.
- Ensure the timely and accurate completion of monthly general ledger reconciliation, ensuring that every reconciliation has appended to it requisite support documentation.

### Cash Flow Management

- Oversee cash flow forecasting and ensure the company maintains sufficient liquidity.
- Manage banking relationships.

### Compliance & Risk Management

- Ensure adherence to all financial regulations, accounting standards, and tax laws.
- Monitor internal controls, ensure proper financial risk management practices are in place and are evidenced.
- Support the audit process by liaising with internal and external auditors and preparing necessary documentation.
- Continuous improvement of finance systems and processes and internal controls including review and updating of all finance portfolio policies and procedures, on a timely basis.



- The Finance Manager is also responsible for ensuring the accurate and timely preparation and lodgement of BAS, FBT, ABS Survey and ATO payments.

### Team Leadership

- Lead, mentor, and develop the financial accounting team to meet performance and development goals.
- Foster a collaborative and efficient team environment.

### Stakeholder Management

- Actively engage with the Finance Business Partners with regard to end of month workflow and processes

### Project Support

- Collaborate with other departments on major projects, providing financial insight and support.

## Skills

- **Technical Proficiency:** Advanced proficiency in Microsoft Excel and financial modelling.
- **Technical Proficiency:** Knowledge of cloud-based financial tools and systems.
- **Accuracy:** Strong attention to detail and organisational skills.
- **Engagement:** Ability to communicate complex financial information to non-financial stakeholders.
- **Work Ethic:** High level of integrity and professionalism.
- **Time Management:** Ability to work under pressure and meet deadlines.
- **Cultural Competence:** Demonstrates the ability to engage respectfully and effectively with individuals from diverse cultural, linguistic, and social backgrounds.

## Experience and Knowledge

- **Professional Experience:** 5+ years of experience in finance or accounting roles, including at least 2 years in a managerial position.
- **Regulatory Knowledge:** Strong understanding of Australian financial standards, regulations and tax laws.
- **Technical Proficiency:** Experience with ERP systems, financial software, reporting tool (e.g., SAP, Oracle, Microsoft Dynamics NAV, Jedox).
- **Organisational Experience:** Proven ability to work effectively within large or complex organisations, navigating structures, systems, and processes with efficiency and professionalism.
- **Sector Insight:** Strong understanding of the not-for-profit and/or health sector, with awareness of sector-specific requirements, compliance obligations, and service delivery contexts.

## Qualification/Registrations/Licences (Mandatory only)

- **Educational Background:** A degree in Finance, Accounting, or a related field. CPA/CA qualification.

## Physical Requirements

- **Office Ergonomics:** Demonstrated ability to remain seated for extended periods while effectively utilising standard office equipment.
- **Administrative Proficiency:** Skilled in data entry and performing a range of administrative and clerical tasks with accuracy and efficiency.



- **Workplace Mobility:** Capable of navigating office environments and participating in meetings and collaborative activities.
- **Manual Handling:** Able to safely lift and transport items up to 5 kg, including laptops and general office supplies.
- **Document Literacy and Communication:** Proficient in reading printed and digital materials and communicating clearly through in-person, telephone, and video interactions.
- **Local Travel:** Willing and able to travel as required for related operational activities.

Why we include physical requirements in our Position Descriptions

We list the physical requirements of a role to ensure transparency and to support equitable access to employment. This information helps candidates understand the nature of the role and identify any workplace adjustments or supports they may need to thrive in it. Our aim is to create an inclusive environment where everyone can perform their role safely and effectively, with the right accommodations in place.

If you have specific access needs or would benefit from adjustments to the recruitment process or the role itself, we warmly encourage you to let us know. We're committed to working with you to find solutions that support your success.



## POSITION DESCRIPTION - Leader (Direct Reports)

### Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

#### Leader Expectations

This leadership role is key to the team, working with the Directorate, Executive Team, and stakeholders to achieve Each's vision and strategic objectives. The position focuses on collaboration across Directorates to address future business needs and ensure their area supports broader operations. Leaders are responsible for meeting KPIs, financial sustainability, and effective operations aligned with Each's values. Leaders are expected to demonstrate strong leadership, model Each's values, and foster an inclusive, safe, and engaging culture.

#### Leader Responsibilities

An Each Leader is responsible for:

- Delivering the strategic Plan and supporting financial sustainability.
- Building high-performing, adaptable teams that model Each's values.
- Promoting continuous improvement, learning, and staff wellbeing.
- Ensuring a safe, inclusive workplace and effective operations.
- Managing risks and fostering innovation, collaboration, and strategic thinking.
- Aligning systems and processes with Each's goals and ensuring compliance with policies and regulations.
- Demonstrating leadership standards and acting as an ambassador of Each.

#### Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

#### Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

#### Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

#### Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff



are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all. These considerations extend to all of our customers inclusive of priority populations.

## Key Selection Criteria

### Skills & Behaviours

- Strong leadership aligned with Each's values and behavioural standards.
- Proven ability to attract, develop, and retain a diverse, high-performing workforce.
- Commitment to fostering a safe, inclusive culture prioritizing wellbeing.
- Success in building teams, driving collaboration, and achieving strategic goals.
- Confident in engaging and briefing stakeholders.

### Desirable Experience, Knowledge, and Qualifications

- Leadership experience in a relevant field.
- Tertiary qualifications in a relevant discipline.
- Collaborative experience within a leadership team.
- Understanding of the Not-For-Profit sector and Health services.

### Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

### Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centred, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.