



# Good Shepherd

Australia New Zealand

## Position Description

<b>Title</b>	Finance Manager
<b>Reports to</b>	Director Corporate Services
<b>Location</b>	53 Abbotsford Street, Abbotsford
<b>Last Updated</b>	April 2019

### Good Shepherd Australia New Zealand (GSANZ)

The Good Shepherd network works to create just and equal communities where women and girls can live full, safe lives. We have been committed to our mission for nearly 200 years, working strongly for social change. Wherever we are, we strive to team up with people who share our mission, vision and passion for social justice because the need is still great. Women and girls are at the centre of GSANZ's work and mission, with areas of expertise including: safety and resilience, educational pathways and financial security.

### Role Purpose

The Finance Department are responsible for the management and maintenance of all internal related services and functions. The department aims to provide efficient, prompt and reliable information to all areas of the organisation and services through expert advice and best practice methods.

The role of the Finance Manager is to provide a compliant and efficient finance function to internal and external users and customers. Responsible for the operational management of the finance group across the organisation, including the management of the payroll function and primary responsibility for financial procedure and system development.

### Qualifications and Mandatory Requirements

- CPA or ICA qualification
- Experience of at least five years + in a management accounting role, managing a small team
- Demonstrated high level knowledge of accounting and investment issues, particularly as they effect not-for-profit organisations
- High level financial reporting and analytical skills
- Excellent system development skills
- Excellent organisation skills and the ability to manage competing priorities and meet regular deadlines
- Advanced computer skills
- Highly developed interpersonal and communication skills
- A commitment of the vision, values and objectives of the organisation

### Responsibilities

- Management of Financial Reporting, Cash flow/Treasury, Budgets, Investments and Audit for Australian and New Zealand Good Shepherd entities
- Ensure compliance obligations for Australian and New Zealand Good Shepherd entities are met
- Attend & support Finance committee meetings and Board meetings
- Strategic and operational planning
- Review, development and implementation of procedures
- Review of external funding acquittals and liaison with funding agencies as required

- Management of the finance team, including system development oversight
- Assume lead role in the management and liaison with auditors
- Provision of advice to senior management and Board in relation to financial issues

**Values & Behaviours** - We are all co-responsible for the delivery of the Good Shepherd Mission and living our values by modelling these behaviours in all that we do.

### **Reconciliation**

- We understand the past, respect our place in history and move forward in the spirit of healing and partnership
- We use our capability to build knowledge and skills in the community and with individuals
- We use a coaching approach to facilitate growth, skill building and development
- We pro-actively seek opportunities to draw on the wisdom and expertise of others in order to support those we work with appropriately

### **Value of each person**

- Our relationships are based on empathy, respect and compassion that sees, and seeks out, the good of each person
- We participate actively, courteously and enthusiastically as part of a team
- We work collaboratively to deliver valued outcomes for every individual
- We adopt appropriate systems and practices to support outcomes that are important to people
- We recognise the strengths, skills and contribution of each person in order to achieve our mission

### **Justice**

- We challenge structures and behaviours that perpetuate disadvantage so that we bring about positive change
- We listen first in order to understand
- We use our resources efficiently and effectively to sustain and grow our services
- We have constructive conversations about performance, recognise excellence and hold each other accountable for our values based behaviours
- We make informed decisions and communicate early, honestly and transparently

### **Zeal**

- Our commitment is wholehearted
- We embrace opportunities to increase our positive impact and influence
- We reflect and adapt our practice to ensure currency and relevance
- We see change as an opportunity and positively champion new ways of being and doing
- We stretch ourselves individually and collectively to overcome barriers and setbacks

### **Audacity**

- We think reflectively and take bold action to follow new paths for the mission
- We look for innovation and learn from mistakes as a path to knowledge
- We make brave decisions while we are prudent and carefully assess risks and alignment to mission
- We embrace debate to ensure sound decision making
- We stand by our decisions as a team and as individuals.