

## Position Description



<b>Position Title:</b>	Financial Controller		
<b>Position Type:</b>	Full-Time, Fixed-Term Position for 12 Months		
<b>Classification:</b>	Social, Community, Home Care and Disability Services Industry Award (2010) As negotiated/dependent on experience and qualifications		
<b>Reporting To:</b>	Chief Financial Officer		
<b>Reporting Staff:</b>	Accountant, Finance Officer, Administration Officers		
<b>Date:</b>	July 2024	<b>Location:</b>	Cairns, Queensland

### About Us

**Access Community Housing Company Ltd (ACHC)** was first established in 1991 and is a not-for-profit company which provides social housing for individuals and families living across Far North Queensland. ACHC is registered under the National Registration Scheme as a Tier 2 provider and provides assistance to those individuals, seniors and families who are already on the Department of Housing and Public Works (DHPW) register of need.

We are passionate about our role in the community and have established a reputation for providing responsive housing solutions to eligible individuals and families who are otherwise at a disadvantage to secure and maintain appropriate housing independently. We work in partnership with local support agencies, government departments, real estate agents and investors to create positive housing outcomes for our tenants.

### Our Values

Our values are the foundation of our work and influence every decision and action we take:

Respect	We will treat everyone with dignity, valuing their input and build relationships that are based on safety and trust.
Equity	We will promote a culture that is inclusive, where everyone is treated fairly. We acknowledge that all people are unique, and our responses will reflect their individual needs.
Compassion	We deliver a service that is mindful and considerate of individual's needs, circumstances and experiences.
Courage	We are committed to building strong communities and face challenges to make an impact. We will be innovative when needed and are brave in confronting injustice.
Responsibility	We practise shared accountability and acceptance of personal actions, make informed decisions and offer solutions.

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### Position Purpose

The Financial Controller will lead a small team and be responsible for the organisation's day-to-day transactional functions, and will oversee the accounts payable and receivable functions. Together with the CFO, the position contributes to reporting, forecasting, budgeting, internal controls and compliance.

### Reporting Relationships

The Financial Controller reports directly to the Chief Financial Officer.

### Key Responsibilities

<b>1</b>	<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>› Engage effectively as a member of the Management Team, participating and contributing to achieve strategic and operational plans, ensuring consistency and clarity to staff.</li> <li>› Role model the organisation's values and embed a culture of integrity and transparency.</li> <li>› Provide leadership, management and direction to finance and administration staff.</li> <li>› Provide leave coverage for the CFO as required.</li> </ul>
<b>2</b>	<b>Finance</b>	<ul style="list-style-type: none"> <li>› Lead the day-to-day transactional functions, ensuring accuracy and efficiency in accounts payable, accounts receivable, payroll, taxes, and alike.</li> <li>› Prepare and review monthly financial statements for the CFO, providing budget variance and trend analysis as appropriate.</li> <li>› Compliance measures as required including reconciliation of PAYG summaries before submission to the ATO.</li> <li>› Develop and maintain relevant procedures for the finance and administration team.</li> <li>› Lead the month-end and year-end process, including all accounting adjustments (e.g., LSL provision, AASB16 Leases, reconciliation of depreciation).</li> <li>› Other tasks and activities as delegated by the CFO.</li> </ul>
<b>3</b>	<b>Partnerships</b>	<ul style="list-style-type: none"> <li>› Build strong relationships across the organisation and with external stakeholders.</li> <li>› Represent ACHC at relevant industry and service/stakeholder networks that will further the purpose and goals of ACHC.</li> <li>› Manage the relationship with outsourced salary packaging provider and ensure delivery of service consistent with contractual obligations.</li> </ul>

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<b>4</b>	<b>People Management</b>	<ul style="list-style-type: none"> <li>› Manage all human resource functions for finance and administration staff, including performance reviews and appraisals and identifying areas for improvement.</li> <li>› Manage and monitor training requirements and opportunities to ensure skills are maintained and match the needs of the organisation.</li> <li>› Coordinate the induction and orientation processes for all new finance and administration staff.</li> </ul>
<b>5</b>	<b>Change Management</b>	<ul style="list-style-type: none"> <li>› Identify innovation practices and strategies as part of a commitment to continuous improvement.</li> </ul>
<b>6</b>	<b>Workplace Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>› Participate and contribute to ACHC's organisational WH&amp;S and Risk Management strategies, processes and procedures.</li> </ul>

### Role Requirements

- Tertiary degree qualifications in accounting or equivalent, supported by further professional development.
- Full membership of a professional accounting association (i.e., CPA or CA).
- Substantial and broad experience in a similar role and a proven ability to manage financial operations in a similar sized organisation (ideally within the not-for-profit sector).
- Extensive experience in preparation of financial reports and management of budgets.
- Extensive experience and high-level skill with computerised financial systems and software packages including MS Office, and specialist expertise in MS Excel.
- Committed to a culture of continuous improvement.
- Demonstrated experience in working with people who identify as Aboriginal and/or Torres Strait Islander as well as with other culturally diverse communities.
- Excellent attention to detail and analytical skills.
- Highly developed interpersonal and internal consulting skills.
- Advanced numeracy and data reporting skills.
- Well-developed team leadership skills.
- Alignment with company values.

### Conditions of Employment

- This is a full-time position working 38 hours per week. Working days will generally be Monday to Friday between the hours of 8:00am and 5:30pm, however work outside these standard hours may be required to meet the needs of the service.
- Salary packaging a tax-free amount is available to all ACHC employees (currently \$15,899 per annum). The amount available for salary packaging will be subject to Commonwealth legislation as it applies from time to time. ACHC offers salary packaging through an outsourced provider currently AccessPay.

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- Appointment is contingent on the satisfactory completion of a Child-Related Employment Screening Check (Blue Card), on holding a Queensland Drivers Licence, and a current satisfactory National Police Check clearance.

### **Acceptance**

I have read and understood the terms and conditions of the Financial Controller position description.

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Employee Name

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Signature

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Date