

Position Description:

Finance & Administration Manager



Role Title: Finance and Administration Manager	Department or Function: Finance / Administration
Reports to: CEO	Number of Reports: Accounts, Administration

ROLE PURPOSE

Ensure effective financial, administrative and IT (F&A) management of Lifestart and its branches.

Key Result Areas

Corporate Responsibilities

- Ensure efficient day-to-day management, administration and operation of the F&A department.
- Execute the policies and directives as specified by the Board of Directors, and/or the CEO.
- Implement Company Secretary functions.
- Develop and present branch directives and plans as required.
- Negotiate contracts on behalf of Lifestart for IT, website, leases, campaigns, events and other third party contracts.

Strategic Responsibilities

- Lead the development of strategies which maximise financial benefits to Lifestart, including budget preparation and reporting, financial planning, debt management, investment, and corporate performance.
- Provide advice regarding financial consequences of proposed strategic and/or organisational directions.
- Participate in strategic planning processes as required.
- Work with the CEO to identify and develop potential service delivery and business opportunities for Lifestart.

Compliance and accountability

- Develop, implement and monitor financial, accounting, administrative and IT systems, procedures and practices across the organisation to ensure that reports accurately reflect conditions. Establish controls as needed.
- Monitor compliance to financial, accounting, administration and IT procedures, and oversee internal and external audits relating to these areas in conjunction with the Board Audit Committee and the CEO.
- Ensure that financial policies and procedures are documented and regularly updated as required.
- Ensure that the Finance, Administration and IT processes and functions conform to all applicable legislation.

Budget

- Co-ordinate the preparation and revision of Lifestart's overall budget and branch budgets in conjunction with senior management and Area Managers.
- Provide assistance to staff with the preparation of budgets for new projects and phases of projects.

Financial Information and reporting

- Provide senior management with reliable information necessary to control and manage operations.

- Preparation of monthly financial statements for the Board.
- Supervise the maintenance of accounts information (including general ledgers and the accounts payable and accounts receivable ledgers).
- Prepare operating and financial statements, budgets and forecasts, including but not limited to:
 - Variance reports
 - Assets, liabilities and capital
 - Profit and loss
 - Estimated future costs and revenues (forecasting)
 - End-of-year financial statements.
- Maintain pre-paid and accrued insurance and tax records and check insurance invoices.
- Analyse and interpret current and projected company financial position.
- Provide support and training as needed or requested to management, Area Managers and branch personnel.
- Preparation of all ATO requirements and liaison with ATO.

- **Administration**
- Oversee the delivery of a range of services to ensure staff are provided a safe and efficient working environment, including, but not limited to, overseeing the management of:
 - Lifestart properties, offices, equipment and assets
 - Outsourced administration and maintenance contracts
 - Security and protection systems
 - The centralised procurement of goods and services.
 - Insurances
 - Archives
 - Associated projects.
- Preparation and processing of fortnightly payroll.
- Management of outsourcing of salary packaging account.
- Management of superannuation contributions.
- Management of acquittal process for government funding and grant income.
- Ensure services and support provided is responsive to organisational needs, and leads to quality outcomes.
- Set performance and project benchmarks, and ensure these are met.

- **Employee relations**
- Provide day-to-day direction, co-ordination and delegation of Finance staff and resources.
- Monitor special projects allocated to staff, and ensure milestones are met.
- Set performance targets for staff and undertake performance and development reviews.
- Ensure all employees work in a safe and efficient manner within the Occupational Health and Safety guidelines.
- Foster a culture of teamwork, co-operation and assistance.
- Follow Human Resources Policies and Procedures.

- **Information Technology**
- Management of the efficient and effective delivery of the computer network and overall IT operations.
- Consult with Lifestart branches on current and future IT needs and co-ordinate strategies to meet the identified needs.

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Other

- Keep abreast of financial developments which may impact Lifestart, and advise the CEO (and where necessary the Board of Directors) of the potential impact.
- Represent Lifestart at external meetings in relation to the organisation's finances or administration, or as requested by the CEO.
- Attend meetings, conferences and seminars as required.
- Adhere to Lifestart's policies and procedures and represent the ethos of Lifestart.
- Undertake project work and other duties as directed by the CEO.

Approved by: Suzanne Becker

Date: September 2010