

Position Description:

Finance & Administration Manager



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

ROLE PURPOSE

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

KEY RESULT AREAS

Corporate Responsibilities

- Manage the efficient, equitable and transparent use of the Lifestart assets.
- 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.
- Company Secretary functions.
- Negotiate contracts on behalf of Lifestart for IT, website, leases, campaigns, events and other third party contracts.
- Management of banking relationship and recommendation to the Board of Directors on investment strategies.

Strategic Responsibilities

- Lead the development of strategies which maximise financial benefits to Lifestart, including budget preparation and reporting, financial planning, debt management, investment, corporate performance and IT.
- 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.
- Participate in the management of key projects.

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 & Finance Committee and the CEO.
- Ensure that financial and administration policies and procedures are documented and regularly updated as required.
- Ensure that the Finance, Administration, HR and IT processes and functions conform to all applicable legislation.
- Manage OHS compliance.

Budget

- Co-ordinate the preparation and revision of Lifestart's organisational, branch, program and project budgets in conjunction with senior management and area managers.

Financial Information and reporting

- Provide senior management with reliable information necessary to control and manage operations.
- Preparation of monthly financial reports for the Board, including but not limited to:
 - Variance reports
 - Assets, liabilities and capital

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- Estimated future costs and revenues (forecasting)
- Cash flow
- Administration activities
- Analyse and interpret current and projected company financial position.
- Provide support and training as needed or requested to senior management, Area Managers, branch and program personnel.

Administration

- Manage the delivery of a range of services to ensure staff are provided a safe and efficient working environment, including, but not limited to;
 - Lifestart properties, offices, equipment and assets
 - Outsourced administration and maintenance contracts
 - Security and protection systems
 - The centralised procurement of goods and services.
 - Insurances
 - Archives
 - projects.
- Support branch administration staff
- Management of acquittal process for government and grant funding.
- 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.
- Comply with Human Resources Policies and Procedures.

Other

- Keep abreast of 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.
- Attend meetings, conferences and seminars as required.
- Adhere to Lifestart's policies and procedures and represent the ethos of Lifestart.
- Other duties as directed by the CEO.

Criteria

- Degree in Business Management
- Experience in the Not For Profit industry (minimum of 5 years)
- Good working knowledge of MYOB
- Ability to work autonomously and to make decisions with minimal input from the CEO
- Excellent written and verbal communication skills
- Strong interpersonal & relationship building skills
- Ability to meet tight deadlines
- Self motivated and pro-active.

Approved by: Suzanne Becker

Date: November 2011