



Job Title: **Finance & Governance Manager**

Responsible to: Managing Director

Classification:

Status: Contract

Objective

Illohra is committed to providing quality Specialist Disability Accommodation (SDA). The objective of this position is to ensure appropriate financial management of the organisation in line with legislation and SDA standards.

Role

The Finance & Governance Manager manages Illohra to achieve the boards strategic financial objectives whilst working within all legislative constraints.

Key Responsibilities

- Manage Illohra finances to achieve strategic objectives

Financial Management

- Ensure Illohra's financial records are maintained in accordance with applicable legislation and policies
- Manage project financial reporting
- Prepare financial and other reports on request of the Managing Director
- Advise the Managing Director on finance and accounting matters where required

Governance Management

- Ensure Illohra policies and procedures are maintained in accordance with legislation and NDIS Rules and NDIS Quality & Safeguard Commission Rules.
- Advise the Managing Director on governance related matters where required

Administration and Reporting

- Provide regular financial reports
- Contribute to the development of financial policies, strategies, plans and programs and ensure the business meets relevant legislative, taxation and other regulatory requirements
- Enrolment of completed SDA dwellings with the NDIA

General

- Undertake other related duties as required by the Managing Director

- Undertake training as required

Contacts

Managing Director
Finance and Governance Manager
Residents and their representatives
Supported Independent Living (SIL) staff
Local Area Coordinators / Support Coordinators
Maintenance Manager
Vacancy Manager
Housing Officers

Key Selection Criteria

Mandatory

- Demonstrated knowledge of financial management
- Experience in evaluating, engaging and managing contractors and suppliers
- Experience in gaining cooperation of stakeholders, managing competing interests and preventing/resolving conflict
- Clear and concise report writing
- Excellent communication skills to negotiate and influence successful outcomes
- Good analytical and problem solving skills
- Demonstrated flexibility and initiative
- Computer literacy
- Current drivers licence
- Available for on call duties
- Current National Police Check
- Working with Children Check

Desirable

- Understanding of SDA
- Relevant tertiary qualifications
- CA/CPA qualified

Further Information

For further information please contact **1300 455 697 (1300 illowra)**

Privacy

By applying for this job vacancy, you consent to Illowra managing your personal information as outlined in the Privacy Policy. You are able to request, at any time, to view and update the personal information that Illowra holds about you.

Policy Matrix: Staffing	
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Version	Details
V1	04 May 2019
Endorsed	
Changes	