

COMMUNITY LIVING ASSOCIATION

Role Description

Finance Manager

Purpose of Position

The CLA Finance Manager is responsible for overseeing the financial operations and strategies related to the Community Living Association. This role involves managing budgets, analysing financial data, ensuring compliance with financial regulations, government and other funding requirements, and providing strategic guidance to the Coordinator of CLA to support the organization's objectives.

Key Responsibilities

1. Financial Planning and Analysis:

- Develop and manage annual budgets for the Community Living Association.
- Conduct regular financial analysis to identify trends, variances, and opportunities for cost savings.
- Prepare detailed financial reports and forecasts to aid in strategic decision-making.

2. Budget Management:

- Monitor expenditures against approved budgets to ensure effective financial control.
- Collaborate with team leaders to track budget performance and recommend adjustments as necessary.
- Manage Accounts Payable and Receivable

3. Compliance and Reporting:

- Ensure compliance with all relevant financial regulations and standards, including Payroll regulations.
- Prepare accurate monthly, quarterly, and annual financial statements and reports for internal stakeholders and external auditors.
- Prepare and submit grant acquittals for government and non-government funders.
- Lead the review and renewal of insurance requirements

4. Strategic Financial Guidance:

- Provide expert advice on financial matters to senior management.
- Assist in developing long-term financial strategies aligned with organizational goals.

5. Risk Management:

- Identify potential financial risks and develop mitigation strategies.
- Implement best practices in risk management to safeguard assets.

6. Team Leadership:

- Lead, mentor, and develop a team of finance professionals.
- Foster a collaborative environment that encourages continuous improvement.

7. Stakeholder Engagement:

- Liaise with internal departments, external partners, donors, and government agencies regarding financial matters.
- Present financial information clearly to non-financial stakeholders.

Requirements of Position

Qualifications, Skills and Knowledge

- Tertiary qualification in Finance, Accounting, or a related field; CA, CPA or MBA preferred.
- At least 5 years of experience in finance management, preferably within a nonprofit or community services context.
- Strong knowledge of accounting principles, budgeting processes, and financial analysis techniques.
- Proficient in using finance software systems (e.g. Xero).
- Excellent communication skills with the ability to convey complex information effectively.
- Demonstrated leadership abilities with experience managing teams.
- Analytical mindset with strong problem-solving skills.
- High attention to detail and accuracy in work output.
- Ability to work independently while collaborating effectively within a team environment.
- Strong ethical standards and integrity in handling confidential information.

- Sound knowledge and skills in working with people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islanders, and the LGBTIQ community, and a commitment to social justice.
- Ability to gain and maintain knowledge of the organisation's practice frameworks, programs, policies & activities.

Operational Requirements

- Yellow Card, Yellow Card Exemption OR NDIS Worker Screening Clearance
- Blue Card "Working with Children Check"
- Be fully vaccinated against Covid19, (3 vaccinations), and provide evidence of compliance to CLA

Accountability

- This role is accountable to the CLA Coordinator.
- Workers are required to follow CLA's Policies and Procedures and statutory requirements.
- Workers will be supported with opportunities for professional development.

This role description provides an overview of responsibilities expected from the CLA Finance Manager position but is not exhaustive. Duties may evolve over time as needs arise within the organization.

Community Living Association

POLICY AND PROCEDURES

Trauma, Vicarious Trauma, Burnout and Self-Care

PREAMBLE

Work in community services and at CLA can be stressful and tiring as well as fulfilling and rewarding. The work at CLA can also involve working with people who have experienced trauma and may be experiencing trauma on a continuing basis. Work at CLA can also at times include involvement in situations where workers (paid staff) and volunteers may feel personally threatened. This happens rarely but can happen.

CLA identifies these potentials not as a way of deterring people from working in the organisation but as a reality which people should be prepared for.

We encourage prospective workers, including students at CLA to reflect on their personal history of trauma and whether it is something they consider in their self-care plans. Prospective workers are encouraged to reflect on how they will plan for an appropriate work/life balance, monitor their sleep and self-care plans; if you are successful in being offered a position at CLA we will support you to reflect on these matters.

POLICY

CLA recognises the potential for burnout, vicarious trauma and trauma impacts of this work and will work with its workers to maintain appropriate self-care.

PROCEDURE

- CLA will take proactive measures to reduce the impacts of trauma, vicarious trauma and burnout by providing regular supervision, team building opportunities, team meetings and professional development.
- Applicants for work at CLA will receive a copy of this policy and procedure as part of the Application Pack – included in Recruitment Checklist.
- Interview processes will include questions related to potential for exposure to vicarious trauma and trauma.
- This policy will be included in Induction Checklist.
- Supervision will include checking with workers on self-care plans and strategies. This will be written into every supervision agreement. (See Supervision Agreement)
- Workers are encouraged to consult resource material on burnout/vicarious trauma and trauma/self-care and sleep hygiene. (See Related Documents)

- Team Leaders and workers are reminded that if there are concerns about worker safety then safety plans need to be established. (See Section 2.4.12 Outreach Worker Safety Policy)
- It is not an expression of personal failure for workers to experience fatigue, apprehension or distress. It can be a natural reaction to stresses on the job. We encourage workers to be open about these feelings with their supervisor.
- Where workers are experiencing negative impact due to the work, team leaders will engage with them around remedial actions. These may include self-care plans, safety plans, counselling, critical incident responses, disengagement from certain situations.
- Where a worker is experiencing, or is at risk of experiencing burnout, vicarious trauma or trauma (eg. Following a critical incident) they may request or be offered up to 3 counselling sessions with an external social worker or psychologist. Where this is considered beneficial to the work, the worker and their team leader will seek approval from the Coordinator or the Practice Manager. Where approved by the Coordinator or Practice Manager, CLA Inc will pay the reasonable cost of the sessions and the workers hours to attend. Where these sessions occur outside of the workers ordinary hours, they are entitled to take the hours as Time off in Lieu / flex time at one to one ordinary hours.
- Where a critical incident has impacted multiple workers or teams, the CLA Coordinator or Practice Manager may contract an external provider (eg. A Social worker or psychologist) to provide a group debrief and / or group supervision session with the impacted workers or teams.