

## POSITION DESCRIPTION



### Finance Manager

**Location:** CHL QLD Office, Eight Mile Plains or Robina  
**Reports to:** Financial Controller  
**Supervises:** Nil Currently  
**CHL Capability Band:** 3

<b>Primary Purpose:</b>	The Senior Finance Manager is an integral part of CHL's effective operation and will oversee the financial planning, analysis, and reporting processes to support strategic decision-making and drive financial performance. This role will be responsible for developing and managing financial models, managing budgets process, and leading a team of finance professionals.
<b>Context:</b>	This is a senior role leading key program or project areas that contribute to CHL's vision of a world without housing poverty. Staff working at this level are expected to manage work practices for the health and wellbeing of staff, promote and adopt a balanced and positive approach to work and, promote a working environment free from harassment and discrimination.
<b>Work Health &amp; Safety:</b>	Ensure all tasks and activities associated to the role's operations comply with WHS legislation, relevant State jurisdiction and CHL health and safety policies, procedures and directions.
<b>Responsibilities:</b>	<p>CHL Senior Finance Managers complete all necessary tasks to ensure the following responsibilities are undertaken accurately and in a timely manner:</p> <p><b>Team Management</b></p> <ul style="list-style-type: none"> <li>• Mentor and develop finance team members, fostering a culture of high performance and continuous improvement.</li> <li>• Monitor reporting requirements of Finance Team, both internal and external including board reporting.</li> <li>• Monitor the annual budgeting process, working with Finance Managers to ensure accurate and comprehensive budget submissions</li> <li>• Monitor budget adherence and provide guidance on corrective actions as needed.</li> <li>• Oversee day-to-day finance operations, ensuring timely and accurate reporting.</li> </ul> <p><b>Stakeholder Communication:</b></p> <ul style="list-style-type: none"> <li>• Communicate financial performance and key insights to stakeholders, including external partners and debt providers or lenders.</li> </ul> <p><b>Financial Planning &amp; Analysis:</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain financial models to support forecasting and budgeting.</li> <li>• Monitor variance analysis and provide insights on financial performance against budgets and forecasts.</li> <li>• Monitor key financial metrics and provide recommendations for improvements.</li> <li>• Prepare and present financial reports to senior management.</li> </ul> <p><b>Strategic Financial Leadership:</b></p> <ul style="list-style-type: none"> <li>• Collaborate with senior leadership team to align financial strategies with overall business objectives.</li> </ul> <p><b>Compliance &amp; Risk Management:</b></p> <ul style="list-style-type: none"> <li>• Ensure compliance with accounting standards, regulations and company policies.</li> <li>• Identify and manage financial risks, implementing strategies to mitigate them.</li> </ul> <p>Additional appropriate support to wider team and organization.</p>
<b>Technical Skills, Experience &amp; Qualifications:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Finance, Accounting, or related field.</li> <li>• Chartered Accountant or Certified Practicing Accountant.</li> <li>• Minimum 5 years' experience in a similar role.</li> <li>• Proficiency in financial software and advanced Microsoft Office skills</li> <li>• High level attention to detail.</li> <li>• Proven experience in a managerial role, leading finance teams.</li> <li>• Commitment to the right of every person to good quality housing.</li> <li>• Satisfactory Police Check.</li> </ul>



<b>Key Capabilities:</b>	<p><b>Continuous Improvement</b> – Responds proactively to a continuous improvement environment and changing circumstances and adjusts activities when necessary.</p> <p><b>Strategic Thinking</b> – Understands the work environment and contributes to the development of plans, strategies and team goals.</p> <p><b>Self-Awareness</b> – Critically analyses own performance and behaviour, their impact on others and seeks feedback to improve.</p> <p><b>Teamwork</b> – Builds cooperation and overcomes barriers to information sharing communication and collaboration.</p> <p><b>Business &amp; Political Acumen</b> – Understands CHL's business cycle and the execution of strategic goals. Keeps up to date with legal, regulator, market and technological developments.</p> <p><b>Nurtures Relationships</b> – Builds and sustains positive relationships with team members, stakeholders and clients. Anticipates and is responsive to client and stakeholder needs and expectations.</p> <p><b>Integrity</b> – Understands and models CHL's social, ethical and organisational standards and responsibilities in all interactions.</p> <p><b>Professionalism &amp; Accountability</b> – Takes responsibility for own work tasks, utilises the specialist expertise of others within CHL and contributes own expertise to achieve outcomes for the business unit.</p> <p><b>Financial Management</b> – Applies a thorough understanding of financial policies and processes to planning, forecasting and budget preparation and management. Operates within delegation and processes.</p>
--------------------------	---