

## POSITION DESCRIPTION

### Financial Controller - Interim

<b>Position Title:</b> Financial Controller - Interim	<b>Department:</b> Finance and Corporate Services
<b>Reports To:</b> Chief Financial Officer	
<b>Direct Reports:</b> None	<b>Location:</b> Surry Hills
<b>Position Purpose:</b> The Financial Controller operates as an essential business partner to Women's Housing Company and is responsible for providing financial reporting, budgeting, forecasting and analysis to the business, board and regulators that aids decision making and supports the business growth, operating effectiveness and regulatory compliance.	<b>Position Dimensions</b> <b>Award Title:</b> Social, Community, Home Care and Disability Services Industry Award 2010 <b>Award Level:</b> Temp Rate <b>Delegation authority:</b> Refer to Schedule of Delegations

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Key Accountabilities	Key Activities
1. Support the organisation to meet its financial goals by implementing the annual budgeting and forecasting processes	<ul style="list-style-type: none"> <li>• Generate and coordinate annual budgets including integrated profit and loss, cash flow and balance sheet, analysis and commentary of drivers and trends</li> <li>• Generate and coordinate regular reforecasting</li> <li>• Development of the long-range financial forecast encompassing profit and loss, cash flow, balance sheet and key performance indicators, including sensitivity analysis of key variables and inputs</li> <li>• Assist the CFO with Board reporting related to both budgeting and forecasting</li> <li>• Analyse, report and communicate the monthly financial performance across the business</li> </ul>
2. Manage regulatory reporting	<ul style="list-style-type: none"> <li>• Track and reconcile Leasehold, SHS and other funding and grants</li> <li>• Generate annual compliance, performance acquittal and other reports</li> <li>• Generate information required for annual data collection report to Homes NSW</li> </ul>
3. Support the organisation to meet its financial goals by acting as a business partner to the senior management team	<ul style="list-style-type: none"> <li>• Analyse, report and communicate the monthly financial performance across the business</li> <li>• Provide ad hoc support and insightful financial analysis to the senior management team to support operational effectiveness and otherwise as required</li> <li>• Work closely with the Senior Financial Analyst and Senior Financial Accountant as a team to ensure that all income, expense and cash flow variances to budgets and forecasts are understood and managed.</li> </ul>
4. Support the organisation to meet its financial goals through management and control of cash flow, income and expenditure.	<ul style="list-style-type: none"> <li>• Monitor and report on cash flow and expenditure</li> <li>• Manage term deposits and other investments including making recommendations to the CFO for the investment or re-investment of surplus cash to maximize interest income whilst maintaining liquidity</li> </ul>

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5. Support the organisation's strategic and growth plans by providing accurate and timely financial management reporting and analysis, information for tenders and development proposals and preparing financial models and analysis that facilitates decision making.	<ul style="list-style-type: none"><li>• Provide timely and accurate financial management reports and analysis</li><li>• Provide financial inputs for tenders and EOI's</li><li>• Develop financial models aimed at forecasting, financial feasibility analysis and planning for the business</li></ul>
6. Support WHC to manage its risk and maintain high levels of corporate governance and compliance by ensuring KPI and management reporting meets National Registration requirements and by producing papers and reports to aid decision making at the SMT, Board and Committee level.	<ul style="list-style-type: none"><li>• Draft various papers for the senior management team and board</li><li>• Collate companywide KPI/dashboard reporting</li><li>• Draft the monthly CFO report, highlighting areas of income or expense variation, cash flow variation and significant balance sheet changes</li><li>• Provide commentary and make comment on indicators which are outside expected ranges</li><li>• Develop, collect and present data that are key business drivers</li></ul>
7. Support WHC's commitment to continuous improvement and quality systems by contributing the development of finance policies and processes and supporting and participating in the internal quality and compliance audits.	<ul style="list-style-type: none"><li>• Assist with the continuous review and update of finance policies in line with best practice and/or the policy review schedule</li><li>• Conduct internal audits and report on outcomes as requested</li><li>• Assist with continuous quality improvements within the finance team</li><li>• Develop and maintain management reporting mechanisms that assist with the generation of insightful information, including reporting definitions within and outside of the integrated IT system</li></ul>

### Qualifications and Experience

- Relevant tertiary qualifications in business, commerce or accounting
- CPA or CA qualification
- At least 5 years' experience as a Management Accountant with a focus on high growth, systems implementation and performance enhancement
- Intermediate skills in all Microsoft Office applications, Advanced Microsoft Excel skills
- Mandatory National Criminal History Check






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## Key Competencies






### Communicates clearly

-  Communicates messages clearly and concisely
-  Focuses on key points to be communicated
-  Uses appropriate language
-  Structures oral and written communication so it is clear and easy to follow
-  Selects and effectively uses the best medium for conveying information

### Nurtures internal and external relationships

-  Builds and sustains relationships that provide rich intelligence
-  Understands partners and anticipates their reactions to enhance outcomes
-  Actively facilitates co-operation with others to gain support for organisational outcomes
-  Represents the organisation effectively in public forums and advocates for its agenda
-  Consults broadly to obtain buy in and recognises when input is required

### Shows judgement and solves problems

-  Identifies problems and alerts supervisor
-  Participates in discussions around issues
-  Suggests improvements to work tasks
-  Researches and analyses information and makes recommendations based on evidence
-  Implements improved work practices


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#### Takes responsibility for managing work to achieve results

 Works within agreed priorities

 Works independently on routine tasks and accepts more challenging tasks

 Sees tasks through to completion

 Maintains accurate records and files

 Seeks feedback from supervisor and seeks assistance when required