



**POSITION DESCRIPTION**

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**Position Title: Finance Manager**

**Job Purpose:**

The Finance Manager is responsible for the overall effective management of all Edgarley Assisted Living financial data. The Finance Manager will be responsible for the delivery of accurate and current financial records and liaise with appropriate staff to ensure financial practices and data recordings are in line with EAL policies and procedures and meet all accounting standards.

The position reports to the CEO.

**Organisational Values:**

Staff are expected to work with the values in mind at all times

PEOPLE	Integrity, respect and humility
RESIDENTS	Empathy, care, respect, acknowledgement, cultural awareness and diversity
PERFORMANCE	Diligent, effective caring, quality
TEAMWORK	Purposeful, integrated, focused, united
CARE	Compassionate, inclusive, proactive, effective
COMMUNITY	To be judged in a positive light and relevant to the community

**Privacy and Confidentiality:**

It is vital that every member of staff maintain strict confidentiality of all matters relating to the residents and the facility.

**Duties:**

- Oversee all financial records
- Maintain an effective computer based financial system
- All aspects of accounting including journals, ledgers, reconciliations, reports etc.
- Management of RADs and DAPs and all financial information regarding resident entry into Edgarley
- All aspects of payroll
- Returns to government agencies eg taxation, workcover etc
- Superannuation payments
- Credit control
- Compilation of budgets, cash-flow forecast and financial management reports on monthly and ad hoc basis

- Preparation of statutory annual reports
- Maintaining contact with bankers, auditors and other bodies as required
- Liaising with auditors, CEO and answering queries on financial based matters
- Proposing and implementing changes and improvements to current accounting setups
- Attending Finance subcommittee meeting (daytime)
- Attending Board meeting (night time).

**Mandatory Qualifications, Experience and Attributes:**

- Bachelor degree in Accounting, Finance or Economics.
- Maintain current Police Check.
- Minimum of five years experience working in a financial environment.
- Good computer skills with knowledge of financial management systems.
- Exposure to one or more computerised accounting packages.
- Knowledge of not for profit organisations and small company's statutory reporting requirements.
- Excellent communication skills and telephone manner.
- Ability to work unsupervised and develop the job.
- Strong analytical skills
- Solid working knowledge of Excel

**Performance Review**

- Performance will be managed with an annual review
- Agreed set of goal

## Key Performance Indicators

Key Result Areas	Key Activities	Standard Measures
<b>Edgarley Values</b>	<ul style="list-style-type: none"> <li>• Demonstrate and uphold the values of Edgarley Assisted Living</li> <li>• Ensure that the values of Edgarley Assisted Living are incorporated into daily practices in relation to all activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Be compassionate and provide support to staff and customers.</li> <li>• Consistently shows respect and values each person's dignity.</li> <li>• Seeks opportunities to be innovative for improvement.</li> <li>• Is accountable for a high standard of care.</li> <li>• Communicates and operates openly and honestly as an effective team member.</li> </ul>
<b>Education and Personal Development</b>	<ul style="list-style-type: none"> <li>• Willingness to continue to improve your skills and standards</li> <li>• Maintain industry requirements for your scope of practice</li> <li>• Willingness to suggest further education to be provided</li> </ul>	<ul style="list-style-type: none"> <li>• Successfully pass all competency tests and assignments</li> <li>• Full (100%) attendance at all compulsory educational sessions</li> </ul>
<b>Quality and Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Commitment to Quality &amp; Continuous Improvement</li> <li>• Compliance of with Aged Care Accreditation Standards</li> <li>• Compliance with EAL policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Assistance in preparation of the facilities Accreditation application if required</li> <li>• Adherence to EAL policies and procedures</li> </ul>
<b>OH&amp;S and Infection Prevention &amp; Control</b>	<ul style="list-style-type: none"> <li>• Strictly follow all OH&amp;S and infection control policies, procedures and processes</li> <li>• Promote best practice OH&amp;S and infection control in their daily tasks</li> <li>• Ensure there is a safe and hazard-free workplace</li> <li>• Follow all necessary controls if and when required</li> </ul>	<ul style="list-style-type: none"> <li>• Reports hazards, near misses and injuries immediately</li> <li>• Uses personal protective equipment</li> <li>• Comply with risk management policies and procedures and instruction</li> <li>• No Workcover claims through inappropriate practices</li> <li>• No accidents/incidents due to poor work practices</li> </ul>

**Agreement:** I have read, understood and agreed to comply with this job description and key result areas.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Note: please, enter your initials on each page of this document.