

Mental Health Foundation (ACT)

Position Description

Position Title	Finance Manager
Reports to	Chief Executive Officer
Roles Reporting to this Role	Finance Assistant
Key Relationships	MHF Board, external organisations including National Disability Insurance Agency, ACT government, ACT Housing, Commonwealth Department of Social Services (Centrelink), taxation advisors and financial auditors.
Location	Chifley Remote flexibility
Terms	Contract Part Time

Objectives of this Position

This position is part of the Administration Team and is responsible for the ongoing management and development of the financial services supporting all MHF programs.

Qualifications and Skills

Non-Negotiable Qualifications and Skills

- Professional membership of one of the organisations set out the NDIS *Provider Guide to Suitability*
- Demonstrated knowledge and experience with diverse financial issues including budgeting, payroll, accounts receivable and payment, asset management and taxation
- Knowledge of requirements and the ability to maintain appropriate electronic and hardcopy financial records
- Experience in providing regular and appropriate financial report to diverse internal and external stakeholders, including relevant government departments, financial institutions and governing boards

Main Responsibilities

The Finance Manager is responsible for all aspects of the day to day administration and management of MHF financial services to meet the requirements within the Governance Framework.

Responsibilities include:

- Develop, implement and evaluate finance systems and identify improvement opportunities for processes to enhance accuracy, efficiency and timeliness of management reporting
- Working with the Board and Chief Executive Officer (CEO) to determine the financial impact of strategies to enhance and sustain financial viability of MHF
- Prepare annual MHF budgets in consultation with the Board Treasurer, CEO, Program Managers and other key personnel.
- Detailed program analysis to evaluate the cost and financial viability of service provision within the National Disability Insurance Scheme (NDIS) and fee for service environments
- Oversee accounts receivable and payable and enact effective debt collection processes consistent with prescribed policies

- Maintain and monitor internal budgets including all sources of income and expenditure
- Other duties as required from time to time

Conditions

- All employees of MHF, whether paid or unpaid are required to abide by MHF's Code of Conduct
- All employees of MHF, whether paid or unpaid are required to hold a current ACT Working with Vulnerable People Card with a NDIS Worker Screening check

Acknowledgement

I, <Name> acknowledge that I have read and understand the contents of this Position Description and:

- Confirm I have the relevant qualifications, skills and experience set out as non-negotiables
- Confirm I have read the MHF Code of Conduct and agree to abide with its content

Name

Signature

Date