



General Manager, Finance



Reports to: Chief Executive Officer

Access 2 Place

Access 2 Place (A2P) is a not-for-profit provider of housing for people with high needs disability. A2P is a Tier 2 community housing provider and is registered to provide Specialist Disability Accommodation under the NDIS. A2P has a tenant focused approach to our operations. We are informed by the needs of our tenants and aim to deliver housing and tenancy services which meet their individual needs.

A2P operates across the State of South Australia, including metropolitan Adelaide, Kangaroo Island, Port Pirie, Millicent, Mount Gambier and Murray Bridge.

Vision

That appropriate specialised housing solutions are available to all people living with disability so that they have the freedom and opportunity to live their lives with independence, choice and control.

Mission

To provide innovative, secure, choice-based, affordable housing options and sustainable tenancy management for people living with disability.

Values

Integrity

Empowerment

Respect

Inclusivity

The Role

The General Manager, Finance is responsible for overseeing and directing the financial operations of Access 2 Place, ensuring the accuracy and integrity of financial reporting and providing strategic financial leadership to support organisational growth and objectives.

The role will collaborate closely with leadership to develop and implement financial strategies to optimise the financial and operational capabilities of the organisation. Through providing effective leadership and a hands on approach the role will provide oversight and lead the financial, accounting, banking and payroll services that comply with legislative requirements and contribute to the financial sustainability, goals and objectives of Access 2 Place.

Key Role Outcomes

- Leadership, guidance and development is provided to the Finance and Administration team, so they are empowered to undertake their duties and deliver on key objectives in a positive and supportive environment.
- Business decisions are supported through budgeting processes, short term and long-term forecasting and financial analysis, which lead to the effective preparation and interpretation of financial data, statements and reports.
- Commercial and investment decisions are supported through strong financial acumen, building commercial relationships and analytical knowledge to ensure decisions create and deliver value.
- Oversee the overall integrity and accuracy of financial records and external corporate reports of the organisation.
- Leading the finance and accounting functions and activities to ensure they are effectively managed in accordance with regulatory, legislative and policy requirements including:
 - Management of creditors and debtors
 - Bank, GST Account, Balance Sheet and General Ledger reconciliations.
 - End of Month and End of Financial Year processing and reporting
 - Lodgement of quarterly Business Activity Statements (BAS)
 - Management of FBT returns.
 - Management of annual financial audits and internal audit processes
 - Management of annual insurance reviews and renewals
 - Management of annual National Regulatory System for Community Housing (NRSCH) compliance return
 - Management of monthly cashflow forecasting
- Comprehensive and timely financial reports are provided to the CEO and management team to inform strategic and business planning processes and support decision making.
- The preparation of quarterly financial reports for the Board and other finance-related proposals
- Budget processes are supported by the provision of expert advice, data, financial modelling, forecasting and monitoring and reporting on variances.
- Corporate and financial governance requirements are adhered to through monitoring and assessing compliance with company policy, legislation, government agency framework and regulations.
- Rental Management financial processes are effectively administered in compliance with Company policy, National Rental Affordability Scheme (NRAS) legislation, Specialist Disability Accommodation (SDA) requirements and ATO guidelines including:
 - Lodgement and management of Claims with ATO
 - Rent reviews and assessments.

- Management of the SDA process incorporating payments, reconciliation and update of systems and databases
- Consulting with Government agencies, tenancy officers and stakeholders in relation to rental payments, arrears and credit control
- Oversight of rental management financial activities such as invoicing, reconciliations, accurate maintenance of the rental database and reporting
- Overseeing payroll processes, including associated reporting and reconciliations, to ensure compliance with relevant legislation.
- Positive and productive working relationships with stakeholders are established and maintained, including NDIS, financial institutions, Insurers, External Auditors, ATO, Public Trustee, DCSI, families and tenants.

Competencies

- Analytical Thinker
- Problem Solver
- Builds Collaborative Relationships
- Epitomises Professionalism
- Results Oriented
- Flexible and Resilient
- Fosters Teamwork
- Leadership

Work, Health and Safety

The role has the responsibility for leading Work, Health and Safety (WHS) activities. This is inclusive of:

- being responsible for their own and other's safety
- ensuring direct reports understand workplace health and safety requirements.
- identifying hazards, assessing risks and implementing procedures for controlling risk
- providing adequate WHS information, instruction, training and supervision to employees where required
- applying procedures for dealing with incidents and emergency events
- maintaining appropriate workplace safety records.

Corporate Responsibilities/Requirements

- Demonstrate professional workplace behaviours and commits to representing the organisation in line with its values.
- Participate in both professional development opportunities and performance development processes.
- Abide by organisational policies and procedures.
- Some out of hour's work may be required.
- Has, or will obtain prior to employment a NDIS Worker Screening Check

Person Capabilities

Essential

- CA / CPA Qualification
- Executive leadership experience
- Demonstrated experience in a similar financial management or accounting role.

- Skills and experience in providing strategic analysis and financial modelling to support commercial and investment decision making.
- Experience providing strategic financial leadership to support organisational growth and objectives
- Comprehensive understanding of financial risk, management and compliance requirements in the not-for-profit sector.
- Excellent communication and interpersonal skills with the ability to build effective relationships.
- Excellent written communication and reporting skills.
- Expertise in the use of Microsoft Office, particularly Word and Excel.
- Experience in utilising Finance and Accounting systems including MYOB, with the ability to learn a variety of software programs.
- Ability to analyse financial data and provide management reports with recommendations.
- Experience contributing to budget development and management processes.
- Ability to lead and motivate the finance and administration team.
- A sound understanding of end-to-end payroll processing and management requirements, including interpretation of industrial instruments and understanding of legislative and statutory requirements.
- High level of personal motivation and initiative.
- Highly organised with the ability to work under pressure, manage priorities and meet strict deadlines.
- Strong analytical and problem-solving capabilities.
- A capacity to work with members of the A2P team, clients, staff and volunteers with warmth and empathy to project the values of A2P in all that they do.

Desirable

- Successful experience in managing the accounting and finance functions within an organisation.
- Experience working in the disability and/or community housing sector.
- Knowledge and understanding of the NDIS and SDA.
- Understanding of Community Housing.
- Relevant tertiary qualifications are highly regarded.
- Chintaro CRM
- Merger & Acquisition experience
- Strong understanding of business structures including Companies/Trusts and Joint Ventures
- Ability to affect process improvements via workflow automation, technology selection and implementation