

Position Description



Position	Title:	No.:	Reports to:	Title:	No.:
	Financial Controller	HSF111		Chief Financial Officer	HSF103
Business Unit:	Finance		Division:	Corporate Services	

Organisational Overview:

At HomeStart we believe that affordable home ownership is essential to the health, wellbeing and ongoing sustainability of our communities. HomeStart's role, within the framework of government policy, is to provide leadership and innovation in the housing finance sector by enabling more South Australians to fulfil their home ownership dreams. We do this through the provision of innovative housing finance solutions. More importantly, we do this through our core strength – our people.

Position Purpose:

The Financial Controller is responsible for overseeing the smooth operations of all HomeStart's finance operational functions and to coordinate the accurate, efficient and timely posting of all financial transactions and provision of monthly reporting and annual financial statements. The Financial Controller will also provide analysis and recommendations to improve performance, and support HomeStart's external audit and internal audit obligations as required.

Positions reporting to this position:

- One or more Accountants/Analysts
- Finance Support Officers (either directly or indirectly)

Other significant working relationships:

Internal: Audit Committee Members, Chief Financial Officer, Senior Business Analyst, Executive Committee, People Leaders and other functional departments.

External: Relevant financial institutions, Auditor-General's Department, Department of Treasury and Finance (DTF), relevant auditors, SAFA.

Primary Outcomes & Accountabilities

Key Results Areas

Performance Measures

<p>Operational Responsibilities</p>	<ul style="list-style-type: none"> • Ensure the preparation of monthly financial statements, management accounts and key statistics for Management and Board. • Ensure the timely, accurate and efficient postings of all financial transactions and completion of month end reconciliations/system reconciliations. • Oversee the daily cash flow and ensure all payments to and from HomeStart are effected in an efficient, accurate and timely manner. • Oversee the administration, maintenance and efficient operation of the accounting software (SAGE), and other associated, add on applications. • Assume control over assets purchases, record keeping, depreciation and disposal of assets and efficient operation of the Fixed Assets application. • Ensure compliance with Commonwealth and State government legislation in relation to indirect taxes (including FBT, GST, Income Tax). • Assume control over preparation of financial reports in compliance with Accounting Standards and Auditor General timetable and instructions. • Determine treatment of items under Accounting Standards, including new products, structures or transactions. • Review all finance policies to ensure they are updated to reflect changes in the business, and communicate any changes. • Ensure effective and efficient internal controls are implemented and maintained to safeguard the financial sustainability of HomeStart and its assets. • Ensure compliance with laws, regulations and Treasurers' Instructions. • Attend Audit and Risk Committee meetings and preparation and presentation of Papers where required. • Identify actions to improve financial performance. • Drive process improvement. • Perform ad hoc analysis as required. • Contribute to organisational forecasting <p>Treasury</p> <ul style="list-style-type: none"> • Manage HomeStart's cash and liquidity position including responsibility for cash forecasting, reporting, bank account management, and daily cash dealing. • Provide analysis and reporting on HomeStart's liability portfolio. • Ensure all hedge accounting requirements are met, including documentation and policy. • Ensure Treasury Operations are compliant with Treasury Policies, and provide annual review of Treasury Policies to CFO and Asset & Liability Committee. <p>Procurement</p> <ul style="list-style-type: none"> • Implement and manage an organisational procurement model, taking into account HomeStart's delegated procurement threshold, policy, and needs, and in consultation with the CFO. • Ensure procurement practices are adding value, where appropriate, and proactively identify opportunities to do so. • Use commercial judgement and state government procurement frameworks to achieve appropriate outcomes for the organisation. • Provide relevant reporting and analysis as requested by CFO.
<p>Strategy & Planning</p>	<ul style="list-style-type: none"> • Promote HomeStart's strategic vision, direction and purpose to the team and ensure each team member is aware of their role and contributions to the organisation and its objectives.

	<ul style="list-style-type: none"> • In consultation with relevant team members, develop and implement operational plans, projects and initiatives aimed at achieving organisational objectives. • Monitor outcomes and provide regular reports on progress against targets for relevant areas of the organisation.
People Leadership	<ul style="list-style-type: none"> • Conduct performance planning sessions with team members to develop objectives in accordance with HomeStart's performance management system. • Maintain regular reviews and one-on-one follow ups, and conduct bi-annual performance reviews with team members against individual performance plans. • Provide constructive feedback to team members at regular intervals to resolve any issues and ensure achievement of objectives is on track. • Identify and manage poor performance and provide guidance for team members in dispute resolution. • Identify development objectives for team members that address professional development needs and reflect career aspirations. • Provide developmental coaching and functional and management guidance to direct reports. • Ensure optimal utilisation of employee skills and expertise through allocation of work duties and projects.
Financial Management	<ul style="list-style-type: none"> • Develop annual administration expense budgets. • Monitor all relevant administration costs to ensure proper budgetary controls are exercised and budget variances are accounted for. • Review and approve all expenses relating to relevant cost centres according to delegations specified in the Register of Financial Authorities document.
External Stakeholder Relations	<ul style="list-style-type: none"> • Create and maintain conditions for effective relations with relevant external organizations, government agencies, customers and vendors where appropriate. • Respond to stakeholder queries in a prompt and courteous manner.
Corporate Responsibilities	<ul style="list-style-type: none"> • Work in accordance with the Code of Ethics for South Australian Public Sector, and legislative requirements including but not limited to: <ul style="list-style-type: none"> ◦ Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements. ◦ Equal Employment Opportunities (including prevention of bullying, harassment and intimidation). ◦ Disability Discrimination. ◦ Independent Commissioner Against Corruption Act 2012 (SA) ◦ Relevant Awards, Enterprise Agreements, Public Sector Act 2009, ◦ Relevant Australian Standards. ◦ Duty to maintain confidentiality. ◦ Smoke Free Workplace. • Applying the principles of the HomeStart's Risk Management Policy and Practices. • Ensure own and team compliance to HomeStart's financial policies and procedures. • Ensure that all legal responsibilities attached to this role as noted in the Compliance Register are discharged, are properly recorded in the Risk Management System (RMS) and any breaches of these requirements are recorded as incidents in the RMS. • Understand and follow workplace safety initiatives and procedures, identify hazards and contribute to a safe working environment.

Values Profile

Opportunity	<i>We provide belief, hope and possibility for others. We want to empower people with opportunities and solutions, then let them get on with it!</i>
Determination	<i>We are motivated by the hopes, dreams and ambitions we can help fulfil, and the stories of those we've helped succeed already. We are relentless in finding a way forward and will never give up.</i>
Openness	<i>We are open, inclusive and accepting of others' perspectives. Our conversations are honest and transparent. We choose understanding and empathy. We welcome new ideas and diversity in thought.</i>
Simplicity	<i>We're always looking to make things easier. We speak in simple terms and seek to help others' understanding. We try to simplify our work at every step.</i>

Other Requirements

Essential Criteria

- At least ten (10) years experience coupled with relevant tertiary qualifications and membership of professional Accounting body (CPA or CA).
- Strong financial management ability.
- Ability to analyse and communicate financial information.
- Excellent communication skills and the ability to interact at the senior leadership level.
- Leadership and mentoring skills.
- Strong commercial judgement and acumen.
- Ability to manage competing priorities

Desirable Criteria

- Previous experience in retail lending and/or banking.
- Knowledge of treasury management principles and methods.

Special Conditions

- National Criminal History Record Check (Police Check) on commencement (no more than 12 months old) and every 2 years thereafter **AND** bankruptcy check on commencement and every 2 years thereafter.
- Must maintain the membership of professional Accounting body (CPA or CA).
- May be required to act in higher level positions, or assume additional accountability, as and when required.
- Flexibility in working across business units as required.
- May be required to work reasonable overtime with notice.
- Some out of hours, weekend work and intrastate/interstate travel may be required.