

Position	Title:	No.:	Reports to:	Title:	No.:
	Finance Lead – Reporting and Analysis	HSF213		Chief Financial Officer	HSF111
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 Lead – Reporting and Analysis is responsible for delivering timely and accurate financial and non-financial information to support the organisation achieving its strategic objectives and goals. This role provides support to the Chief Financial Officer (CFO), Finance Leader and FP&A Leader across various financial and management accounting tasks including technical financial accounting interpretations, monthly reconciliation and control, budgeting and forecasting, project finance management, treasury and business partnering. Additionally, the Financial Lead – Reporting and Analysis takes direction from the CFO to deliver a range of ad hoc analytical outputs and process improvements.

Other significant working relationships:

Internal: Finance, Financial Planning & Analysis and Business Intelligence teams
External: As appropriate.

Primary Outcomes & Accountabilities

Key Results Areas

Performance Measures

Operational Responsibilities	<ul style="list-style-type: none"> • Deliver ad-hoc commercial and financial analysis, recommendations and output as directed by the CFO. • Provide financial management support and advice to the CFO, Finance Leader, and others, as necessary. • Serve as a technical accounting specialist, maintaining up-to-date knowledge of accounting standards. • Design reporting formats and structures to meet ad-hoc requests from the business and key stakeholders as directed by the CFO. • Provide financial analysis and insights for decision-making. • Design and implement reports into HomeStart’s data warehouse (in conjunction with the Business Intelligence team) for process improvement and ongoing analysis. • Assist in preparation and modelling of assumptions for HomeStart’s 5-year operating outlook and administration budget and their forecast updates. • Support leaders in budget preparation and collaborate with teams on business issues. • Participate in projects and solving business problems as required. • Identify and implement process improvements for efficiency. • Contribute to improving the control environment. • Identify key financial and non-financial risks, recommending actions for mitigation of those risks. • Where required, accurately complete daily tasks such as authorising Corporate Online transactions, managing accounts payable/receivable, journals, treasury, and cashflow. • Complete month-end tasks within deadlines, including reconciliations, broker commission payments and queries, loan portfolio accounting, and project spend capitalisation and reporting. • Complete year-end tasks within deadlines, including financial statements and notes preparation and liaising with auditors. • Prepare reports for the Executive Team, Board or other Committees. • Complete other external reporting and compliance activities (Assets reporting, Dept Treasury and Finance Requirements, ABS, SA Government requirements and Procurement SA) on time. • Maintain and submit the Forward Procurement Plan. • Assist colleagues across the business with queries on finance and procurement matters. • Provide backup for critical Finance team tasks. • Ensure treasury transactions comply with policy and accounting standards and prepare hedge accounting documentation. • Assist with executing and reporting on transactions with SAFA.
External Stakeholder Relations	<ul style="list-style-type: none"> • Create and maintain conditions for effective relations with relevant external organisations, 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

- Minimum of at least five (5) years relevant accounting experience, ideally in a large corporate or Big 4 accounting firm or equivalent.
- Membership of recognised professional accounting body (i.e., CA ANZ, CPA Australia or equivalent).
- Knowledge of current Australian accounting standards.
- Strong ability to analyse and communicate financial information.
- Strong problem-solving skills.
- Excellent verbal and written communication skills.

Desirable Criteria

- Previous experience in a Treasury environment.
- Previous experience in preparing financial statements.
- Banking or Mortgage lending experience.

Special Conditions

- National Criminal History Record Check (Police Check) on commencement.
- Must undertake continuing professional development relevant to the role as required by professional body.
- 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.
- Out of hours, weekend work and intrastate/interstate travel may be required.