



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>FINANCE BUSINESS PARTNER</b>	<b>Version:</b>	<b>1.0</b>		
<b>Position Reports to:</b>	Chief Executive Officer				
<b>Program:</b>	Corporate				
<b>Award:</b>	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)				
<b>Role Level:</b>	Manager	<b>Direct Reports:</b>	1	<b>Classification Level:</b>	6
<b>Date reviewed:</b>	Feb 2025	<b>Reviewed by:</b>	HR, CEO	<b>Date next review:</b>	Feb 2027

### ORGANISATIONAL ENVIRONMENT

Encircle Community Services Ltd (Encircle) is the preferred provider in the Moreton Bay Region. We are a community-owned and operated organisation offering a range of support services and activities directly to families and individuals living in the Moreton Bay region and the greater north Brisbane area.

Since 1987, we have been committed to developing programs and services that support the wellbeing of community members, to encourage and enable community participation, and respond to identified community issues and needs.

Encircle operates across six sites including Kallangur, Lawnton, Redcliffe, Strathpine, Caboolture and Kedron. We have 80 staff and approximately 130 volunteers. Our programs and activities demonstrate a wide variety of integrated options for the people in our region.

#### **Our Vision:**

Our communities will thrive and be resilient by being engaged, connected, and supported.

#### **Our Mission:**

To be a responsive, adaptive, and sustainable organisation to meet the changing needs of our communities.

### **PURPOSE OF ROLE:**

The Finance Business Partner supports Encircle to achieve its strategic and organisational objectives by providing high quality, contemporary finance and accounting services, advice, and administration services to Encircle's people. The Finance Business Partner manages Encircle's financial responsibilities and systems to meet regulatory obligations.

The role also contributes to the design and delivery of projects and initiatives that support an environment of continuous learning, capacity and skill building, and overall organisational development.

### **MAIN DUTIES AND RESPONSIBILITIES:**

The Finance Business Partner is responsible for the management of all accounting and financial activities including production of financial reporting, fulfilment of other financial obligations such as taxation, and statutory reporting. The Financial Business Partner analyses the stability of the organisation and provides financial information to all stakeholders including the Board and Leadership Team.

The Finance Business Partner reports to the Chief Executive Officer and is a Business Partner to operational managers, and leaders, providing contemporary, expert advice relating to all aspects of finance and accounting.

**Duties:**

Key duties of the Finance Manager include:

- Produce monthly financial reports, analysis and reconciliation.
- Review Payroll and process payment.
- Review AP payments and process payments.
- Review general ledger.
- Maintain Grants Register and monitor grant payments.
- Monitor and maintain appropriate insurance.
- Maintain ASIC reporting requirements.
- Attend fortnightly leadership meetings.
- Attend monthly Finance and Risk Management (FARM) Committee meetings including minute-taking and tracking of action items.
- Produce monthly and quarterly operational reports for the Leadership Team.
- Prepare and lodge monthly IAS and quarterly BAS reports.
- Prepare and submit monthly superannuation.
- Prepare quarterly operational reviews for the Leadership Team.
- Prepare and submit quarterly financial acquittals.
- Prepare and lodge quarterly portable long-service leave.
- Review payroll period-end adjustments and reconciliations.
- Prepare an annual operational plan for the Leadership Team.
- Prepare biannual/annual budgets and assist with coordination and consolidation of the whole of organisation budgets ensuring the organisation's goals are planned and able to be measured and monitored.
- Monitor FBT implications of salary packaging arrangements and prepare annual FBT returns as required.
- Oversee, supervise and provide support to the Finance and Payroll Officer.
- Prepare and submit annual reports to ACNC.
- Prepare and submit the annual Collection's Act form.
- Liaise with external auditors and preparation of audit documents.
- Identify and implement financial process improvements, alongside the Leadership Team.

**Delegated Authorities:**

- As per Encircles Schedule of Delegations

**KEY POSITION OUTCOMES**

Encircles accounting and financial activities are undertaken in accordance with legislative requirements, applicable standards and practice, and organisational policies and procedures that supports the financial sustainability of the organisation.

**POSITION REQUIREMENTS**

**Qualifications:**

- Tertiary qualifications in Accounting or Commerce or equivalent is mandatory.

- Professional membership of CA or CPA together with post graduate qualifications or training in a relevant discipline will be highly regarded.

**Previous Experience:**

**Required:**

- A minimum of 5 years post-qualification experience
- Extensive experience with the MYOB Cloud based accounting package

**Preferred:**

- Experience in the Not-for-Profit Sector

**Capabilities:**

- Management of Financial Accounting Systems and processes and end-to-end monthly accounting and financial activities.
- Financial Reporting to the Leadership Team and Board.
- Willingness to learn and take on new challenges and experiences.
- Enthusiastic, self-motivated and a team player.
- Strong organisational and time management skills with a deadline-driven mindset.
- Critical thinking and problem-solving skills.
- Demonstrated ability to work with Microsoft Office applications (Office 365) products.

**Other:**

- Police Check
- Driver's License

**KEY SELECTION CRITERIA**

- KSC 1:** Demonstrated ability and experience managing and preparing monthly accounts, budgets, and financial reports and statements.
- KSC 2:** Demonstrated skills and experience managing financial systems and administration.
- KSC 3:** Demonstrated capacity to research, analyze, and report on complex issues.
- KSC 4:** Experience working as an internal business partner in a service delivery environment, and experience supporting managers to improve financial performance.
- KSC 5:** Proven capacity to supervise and guide a professional multi-disciplinary work team.
- KSC 6:** Highly developed communication skills including preparing well-researched reports and presentations.

**Key Documents:**

Financial Management Policy

Organisational Policies and Procedures

**Employee Name:**

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**Employee Signature:**

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**Dated:**

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