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## POSITION DESCRIPTION

<b>POSITION:</b>	Finance Manager
<b>DEPARTMENT:</b>	Finance and Administration
<b>REPORTS TO:</b>	Chief Finance Officer
<b>DIRECT REPORTS:</b>	Receptionist, Business Administration Trainee, Liaison Officer, Finance Officer(s)
<b>REMUNERATION:</b>	Princes Court Homes Inc (Trading as Princes Court Homes Hostel), ANMF and HSU Enterprise Agreement 2017.

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## ABOUT PRINCES COURT

Princes Court Ltd (incorporating Princes Court Homes and Village) is an independent, not for profit, community owned organisation managed by a voluntary Board of Management. Sunraysia's leader in aged care and independent living, Princes Court Homes is a well-respected part of the community.

Princes Court has operated in excess of 60 years with expertise and experience in managing a range of options from independent living through to high care and dementia specific care. We offer an accredited facility, supported by more than 100 staff and provide 55 lifestyle retirement units and a home for 100 permanent and two respite residents.

Princes Court's person-centered care philosophy ensures comfort and security for Mildura's aging residents.

## POSITION PURPOSE

The Finance Manager is responsible for the day-to-day financial operations and management of financial reporting, compliance, and administrative support for the operating departments of Princes Court. The position is accountable and responsible in ensuring the compliance with organisational policies, procedures, relevant standards, legislation, and accepted industry practices.

## DUTIES AND RESPONSIBILITIES

Key duties and responsibilities of the Finance Manager include but are not limited to:

- Leadership of the Finance and Administrative team, ensuring objectives and outcomes are met, as directed by the CFO and CEO.
- Oversight, management and reconciliation of accounts payable and receivable including credit card acquittals, and petty cash reconciliations.
- Preparation of monthly reconciliations of all balance sheet accounts and key income and expense items including the processing of end of period journals to ensure the accuracy of financial reports.
- Ensure appropriate systems and controls are in place to detect and minimise error,

fraud and ensure the integrity of the accounting records.

- Record new Fixed Assets and maintenance of the Fixed Asset Register.
- Monitor cash flow and cash management including the preparation of cash flow forecasts and analysis.
- Assist with preparing budgets by identifying critical areas during the pre-budget process and working on preliminary calculations.
- Assist with continued education of the leadership team regarding budgets, spending and their financial accountability.
- Liaise with the audit in preparing and completing financial statements to meet audit requirements including the preparation of audit documents as required.
- Prepare and provide accurate, timely monthly financial reports; including detailed actual to budget analysis to internal stakeholders, such as the Board and relevant Committees.
- Preparation of financial reporting for prudential compliance and grant acquittals.
- Attend and contribute to meetings with key stakeholders as required ensuring a person-centered approach.
- Lead, coach and mentor direct reports of the Finance and Administration team to ensure they effectively manage the resources for which they are responsible including performance management and professional development opportunities.
- Contribute to the continuous improvement of financial accounting systems, transactional processing, procedures and processes
- Oversee and assist with the development and maintenance of high-quality procedural documentation and standards.

#### **WORKPLACE HEALTH AND SAFETY**

- Consult and actively engage staff on Work Health & Safety matters.
- Employees with supervisory responsibilities are accountable for the effective implementation, monitoring, and review of the WH&S policies and procedures within their area of control to meet legislative compliance.
- Champion safety policies and procedures and take all reasonable care to prevent injuries or illnesses occurring at work.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The work environment characteristics and physical demands representative to successfully perform the essential functions of the role:

- Regularly required to, stand, sit, talk, hear, and use hands and fingers to operate a computer and telephone.
- Moderate lifting maybe required. (Office equipment and paper supplies)
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Ability to stand for an extended period of time.
- Moderate noise (i.e. kitchen and cleaning equipment, computer and phone).

Princes Court has a Minimal Lifting Policy in place.

## **KEY SELECTION CRITERIA**

- Relevant tertiary qualifications in Finance/Accounting – Degree Qualification in Commerce or Accounting.
- CPA or CA qualified or working toward such qualifications.
- Thorough understanding of Australian Accounting Standards.
- Demonstrated experience in managing and mentoring a team in the provision of finance and business-related services.
- Demonstrated ability to undertake complex reconciliations of general ledger accounts.
- Demonstrated competence in the analysis of financial information.
- High level of computer literacy using modern accounting and related software packages.
- Advanced skills in Microsoft Excel.
- Proven knowledge and track record in maintaining confidentiality of organizational information.
- Excellent time management skills, ability to multitask and prioritize workload.
- High level of interpersonal and communication skills in dealing with diverse stakeholders such as the CEO, Managers, colleagues, and funding bodies.
- A desire to seek continual improvement within the scope of employment.

## **ADDITIONAL INFORMATION**

- Princes Court offers employees not for profit salary sacrificing.
- All offers of employment at Princes Court are subject to a six-month probationary period (If new employee).
- An annual performance review linked to objectives set out for the position will be undertaken.
- All offers of employment are subject to a satisfactory National Police Check and provision of current Driver's License prior to commencement.
- Employees must have the right for permanent employment in Australia.

## Princes Court's Culture

### Values

- Person-centeredness
- Excellence
- Dignity
- Effectiveness

The foundation of our facility is the excellent and committed staff, valued for their contribution to the lives of the people we serve. We work with staff to understand their needs and offer flexibility or advancement through personal development. This ensures we have an engaged, enthusiastic and passionate team to provide the best environment for our residents.

Values are based around our residents finding happiness, security, comfort and companionship in what we offer.

**Vision:** Excellence in care and lifestyle.

**Mission:** We provide choices in high quality and secure aged & residential care and independent living, responding to changing community needs with innovative services and support.

### Signed on behalf of Princes Court Ltd

<b>NAME</b>	Carrie Chappell		
<b>REPORTING MANAGER</b>	CFO		
<b>SIGNATURE</b>		<b>DATE</b>	/ /2022

### Acceptance of the position

I understand and agree to abide by the responsibilities and duties described in this position description.

<b>NAME</b>			
<b>SIGNATURE</b>		<b>DATE</b>	/ /2022