

<b>DOCUMENT</b>	<b>POSITION DESCRIPTION</b>
<b>AREA</b>	People & Culture



<b>Position title:</b>	Finance Manager
<b>Location:</b>	Seaton
<b>Line Manager:</b>	Executive Manager Finance and Corporate Service
<b>Direct Reports:</b>	Accounts Payable, Senior Accounts & Admin Support and Accounts & Admin Support Officer

### Position Overview

The Finance Manager provides a key leadership role in overseeing the day-to-day operations of the Finance function at Carers SA. This includes responsibility for management reporting, budgeting and forecasting, financial acquittals, audit and financial statement preparation, payroll costing, accounts payable and receivable, and cashflow management.

As a proactive and hands-on finance professional, the Finance Manager brings strong technical expertise, attention to detail, and the ability to solve complex financial issues in a fast-paced, values-driven environment. The role is critical in supporting Carers SA's financial sustainability through scenario modelling, cost analysis, strategic budgeting, and system improvements.

Working closely with the Executive Manager Finance and Corporate Services, the Finance Manager will lead a small team, oversee internal controls, support organisational risk and insurance management, and contribute to cross-functional transformation initiatives. The successful candidate will be a strategic thinker with strong business acumen and a collaborative leadership style, capable of driving continuous improvement and supporting financial literacy across the organisation.

### Key Relationships / Interactions

The Finance Manager has strong working relationships with Staff, Team Leaders, Program Managers, the Strategic Business Analyst and the Executive Manager Finance and Corporate Services.

This position also requires positive working relationships with suppliers, Banks and Investment Portfolio Advisors, and funding bodies.

The Finance Manager will also engage with external stakeholders including funding bodies, auditors and advisors to support compliance, reporting, and new funding applications.

### Statement of Commitment

Carers SA believe that all vulnerable adults, and children and young people, have the right to be safe and feel safe and recognises that this is everyone's responsibility. Carers SA has a zero tolerance of harm or risk of harm against children and young people. Carers SA is committed to the National Principles for Child Safe Organisations.

Carers SA is committed to the cultural safety of Aboriginal and Torres Strait Islander community, child and young people, the cultural safety of child and young people from culturally and/or linguistically diverse backgrounds and to providing a safe environment for vulnerable adults, children, and young people with a disability.

	Team Leader / Manager	Program Manager	Executive Manager
<b>Leadership</b> <b>Leading Others</b> <p>Guides and supports people and teams toward achieving individual and organisational goals</p>	<b>Leading Others</b> <p>Allocates tasks and responsibilities based on capabilities and strengths.</p> <p>Makes informed decisions and communicates them effectively.</p> <p>Helps source development opportunities aligned to career and development goals.</p> <p>Provides meaningful recognition and feedback, tailors specific and timely input to individual needs.</p>	<b>Leading Others</b> <p>Connects and aligns team plans and goals to organisational strategy.</p> <p>Fosters a culture of accountability and promotes ownership and responsibility.</p> <p>Models decision-making and is transparent in decision-making process.</p> <p>Creates developmental opportunities. identifies stretch assignments and other opportunities for team members to learn and grow.</p> <p>Requests and acts on feedback on their own leadership capability</p>	<b>Leading Others</b> <p>Actively creates and shapes culture with intention and purpose.</p> <p>Drives leadership development programs and builds the leadership capabilities of others.</p> <p>Facilitates organisational learning, creates structures and processes that support knowledge sharing and transfer.</p> <p>Evaluates and implements third party resources that promote people development and high performance.</p> <p>Serves as a trusted leader, gives guidance and support to senior leaders and other key stakeholders.</p>
	<b>Leadership Accountability</b> <p>Takes ownership of decisions, actions and outcomes to foster a culture of integrity and responsibility, ensuring that commitments are met and organisational values and standards are upheld</p>	<b>Leadership Accountability</b> <p><b>Leads Individuals</b> <i>Accountable for individual team members' performance and engagement</i></p> <p>Sets clear expectations and establishes achievable goals.</p> <p>Holds team members accountable for their performance and to organisational values.</p> <p>Identifies and addresses underperformance constructively</p>	<b>Leadership Accountability</b> <p><b>Leads Leaders</b> <i>Accountable for the performance, engagement and development of leaders</i></p> <p>Establishes consistent expectations and aligns goals to ensure coherence across teams.</p> <p>Holds leaders accountable for fostering a culture of excellence, growth and upholding the organisation's values.</p> <p>Recognises and addresses leadership challenges, offering constructive feedback and resources to support continuous development</p>



## Key Responsibilities

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### Month End Processing

- Provide oversight of month-end process, including ensuring completion of the General Ledger and Balance Sheet reconciliations and production of P&L statements for management reporting.
- Ensure end of month process, related journals/adjustments and transactions, are entered accurately and financial reports are produced in line with end of month deadlines

### Budget

- Completion of commentary around variance to budget for contribution into Finance Audit and Risk Committee (Board) reporting.
- Work with Program Managers to build budgets for their areas and interpret results compared to budget each month.
- Conduct monthly meetings with Program Managers to discuss results and draft variance to budget comments
- Collate variance to budget comments and present to the Executive Manager Finance & Corporate Services to include in management reporting within agreed timeframes.
- Drafting of annual budgets, including the ability to use past performance, operational and grant changes and impacts of staffing, demand and service utilisation to model expenditure budgeting and line items as required.
- Develop detailed salary and wages forecasts, incorporating FTE modelling, award, leave liabilities, superannuation, and variations due to staff movements, program funding or service demand.
- Contribute to long-term financial sustainability through financial scenario modelling, sensitivity analysis, and active business partnering across departments.

### Cashflow

- Ensure accurate cashflow forecasting to allow for term deposits, investment portfolio and short term cashflow needs to be met while maximising returns on surplus cash.
- Conduct periodic cashflow analysis, predictions and draft for discussions with Executive Manager Finance and Corporate Services to make investment decisions in an effort to maximise returns.

### IAS and BAS Statements

- Accurately draft and submit IAS and BAS statements as per ATO deadlines.

### Financial Acquittals

- Ensure funding acquittals and grant requirements are understood, monitored and completed in line with contractual requirements.
- Prepare financial acquittals in accordance with funding and contractual requirements

### Fixed Asset Register

- Maintain fixed asset register and accounting for lease liabilities/value in use assets.
- Accurate accounting journals are posted and drafted for budget purposes.



### Data and Data Integrity

- Interpret data within the Client Relationship Management (CRM) system.
- Working in conjunction with the Services Team, a shift towards improved data integrity occurs to allow for more accurate interpretation of financial commitments to account for end of month adjustments to management reports.

### Finance Projects

- Lead or support system upgrades and digital automation initiatives to enhance finance function efficiency and reporting capability.
- Collaborate with executive and program leaders to scope and implement financial components of strategic initiatives, ensuring appropriate cost modelling, resource allocation and financial governance are in place.

### Audit and Financial Reporting

- Audit and financial statement preparation, ensuring accuracy, compliance with accounting standards and effectively manage the relationship with external auditors.
- Coordinate year-end close processes, prepare statutory accounts, and support external audit fieldwork and documentation.

### Procurement and Financial Oversight of Contracts

- Support procurement and vendor management through financial analysis, pricing evaluation and oversight of financial obligations in contracts, including operational leases.

### Leadership

- Review and manage workflow, workload and outputs of the Finance team to ensure financial processes and records are maintained and delivered in an accurate and timely manner.
- Ensure adequate staff coverage is available for all team functions during periods of leave, including adequate training has taken place and roles are performance at an adequate level.
- Provide team supervision as per Carers SA's Policies and Procedures, and end of month/quarter/year end deadlines are met.
- Build internal financial capability through mentoring, coaching and contribution to finance training across the organisation.

### Policies and Procedures

- Policies, procedures and work instructions for areas of responsibility are maintained and updated in line with Carers SA's policy development framework.
- Carry out your position and responsibilities in line with Carers SA values, Code of Conduct, policies, procedures and processes.

### Insurance and Risk Management

- Maintain strong internal control systems and contribute to organisational risk frameworks, including risk reporting and mitigation strategies and Delegation of Authorities frameworks.



- Oversee the organisation's insurance renewal process, including the timely completion of renewal questionnaires and provision of financial or operational information required by brokers.
- Act as the key internal contact for insurance-related queries, liaison with brokers, and coordinate the management of insurance claims and incident reporting.

### Children & Young People

- Support Carers SA as a child safe organisation by undertaking screening for suitability to work with children, young people, and vulnerable adults and to comply with relevant legislative requirements
- Show a commitment to National Child Safety Principles and Carers SA Code of Conduct.

### Work, Health & Safety

- Take reasonable care for the health and safety of yourself and others.
- Adopt work practices that support Carers SA's WHS management system and approach.

### Performance Review & Development Plan Process

- Actively participate in the annual performance review and development plan process.

### Additional Position Requirements

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- Provide leave coverage for the Executive Manager Finance and Corporate Services.
- Due to the nature of the position some out of hours work will be required.
- Some intrastate and interstate travel will be required to attend staff training, sector updates and to promote Carers SA at key events.
- Duties for this position should not be considered definitive and are only descriptive of the type of duties to be undertaken by you during your employment. Carers SA may require you to carry out any duties which are within your skills and competence. Duties are subject to change through consultation and are reviewed annually alongside staff performance.

### Position Criteria – Competencies and Relevant Experience

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- Minimum 7 years accounting experience.
- Staff management experience.
- Strong financial and management reporting experience. Excellent written and verbal communication skills.
- Ability to solve complex issues, work under pressure and multi-task.
- Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.
- Experience using budgeting, forecasting and reporting tools. Self-starter with the ability to work with limited supervision.
- Demonstrated high-level organisational, communication and analytical skills. Advanced MS Excel skills with an aptitude for building costing models and challenging assumptions.
- A sound working knowledge of Australian Accounting Standards their implications and application.
- The ability to interrogate data, generate reports and provide robust information to address specific requirements or requests.
- Knowledge of the Carer sector and unpaid Carers (*desirable*).



## Education / Certifications

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- Professional Accounting Qualifications such as CA or CPA.
- Current DHS Working with Children check.
- National Police Check.
- Current mandatory child protection training will be required.

