



CREATE Foundation Role Profile

Position title	National Finance Manager
Reports to	Chief Executive Officer
Location	Sydney, NSW
Salary	SCHADS Award Level 7+ plus Superannuation + Salary Sacrifice
Hours	38 (full-time)

Position Statement

Primary Purpose of the role of National Finance Manager

The National Finance Manager is responsible for the full range of financial management functions within CREATE Foundation. The Finance Manager is also the Head of Human Resources and the Company Secretary, exercising duties to ensure that the organisation complies with industrial, financial and legal requirements, and maintains high standards of corporate governance.

Key Areas of Responsibility

- Facilitate and manage the development of National and State annual budgets with key stakeholders.
- Ensure financial and budgetary control for expenditure within agreed delegations.
- Undertake all financial reporting including board and leadership committee reports, monthly accounts, cash flow forecasts and financial reports to respective state/territory funding bodies.
- Support CREATE staff in all financial aspects relating to proposals for new services and programs.
- Oversee the compilation and administering of staff payroll including end of year PAYG Payment Summaries.
- Provide advice, training and support to staff in managing budgets.
- Develop, review and amend financial policies, procedures and guidelines.
- Provide costings to support budget proposals, grant applications and fee-for-service projects.
- Participate in developing funding strategies to mitigate funding risks and leverage funding opportunities in every jurisdiction.
- Ensure compliance with relevant statutory requirements including ACNC, ATO Legislation, Company Law and GST requirements and sign off statutory returns as appropriate.
- Manage and coordinate the annual audit process including produce statutory accounts with the support of CREATE's honorary Treasurer and Auditors.

- Liaise with external regulators and advisers such as lawyers and auditors.
- Manage the acquisition and maintain an inventory of capital assets.
- Manage and update insurance policies in accordance with legal and charitable requirements.
- Develop and oversee the systems that ensure the company complies with all applicable governance regulations, in addition to its legal and statutory requirements.
- Prepare agendas and papers for board meetings, committees, and annual general meetings (AGMs) and follow up on action points.
- Convene and resource AGMs, take minutes, draft resolutions, and lodge required forms and annual returns with ACNC and other appropriate departments/funders.
- Provide financial advice, and seek legal advice as directed during and outside of meetings of the Board and Senior Managers Group.
- Oversee HR administration, including onboarding, salary and benefits management, documentation, compliance and employee relations.
- Provide advice to managers and staff with comprehensive, professional HR advice including in relation to the SCHADS award and industrial relations laws, in consultation with Jobs Australia.
- Actively support the design and implementation of attraction, recruitment and retention strategies.
- Provide line management, team leadership, support, effective supervision and coaching to upskill Finance Officer and HR Officer roles.

Key Result Areas

- Compliance with contractual obligations and statutory requirements.
- Provision of timely financial reports.
- Effective oversight of organisational budgets and budget development.
- Highly effective communication with the CREATE team, Board and external stakeholders.
- Successful completion of the annual audit.
- Development, review and implementation of appropriate financial policies and procedures.
- Effective and timely management of Board and AGM agendas, taking and distributing of minutes and follow up of actions.
- Timely distribution of the annual financial reports after the AGM to key stakeholders.
- Effective corporate governance mechanisms are in place to adhere to statutory and legal regulations including maintaining the security check and conflict of interest registers and signature log for Board Members.
- Timely reviews for the Constitution, Board Policies and Board Charter are conducted.
- Accurate record keeping for the Board members, Directors and Executives; including inductions.
- Effective management of organisational correspondence.

Reporting

This position reports directly to the Chief Executive Officer and manages three direct reports.

Key Relationships

Internal

- a) CEO
- b) Treasurer
- c) Board Chair
- d) Board of Directors
- e) Finance and HR team
- f) All employees

External

- Financial Institutions
- Auditors
- Lawyers
- Statutory Regulators including ATO, ASIC, ACNC, State Licensing Authorities
- Government and non-government agencies
- Landlords and/or agents for CREATE premises
- Corporate sponsors/partners

Organisational Citizenship and Teamwork

- Demonstrate an active, dedicated commitment to the CREATE mission and core principles.
- Actively seek to understand, represent and support CREATE's vision and company position to all stakeholders, internally and externally.
- Actively contribute to an environment of personal and physical safety for all staff, visitors and young people (incorporating company guidelines including WHS, discrimination and harassment, etc).
- Ensure a high level of confidentiality and integrity; liaise with stakeholders in a professional, respectful and constructive manner.
- Participate in national CREATE initiatives, projects and events.

Key challenges of the role

Ensuring that expenditure matches requirements of individual Service Agreements and effecting the integration of recurrent funding with less predictable (soft) corporate funding in a non-profit environment.

Managing complex funding arrangements with multiple funders and numerous contracts, staged over different time horizons and with different reporting requirements.

Navigating budget pressures arising from increasing costs and funding limitations. Operating in a sector experiencing workforce shortages and growing demand for services.

Selection Criteria

(Please limit response to 4 pages in total)

Note: Aptitude testing will be conducted following interview.

1. CPA or equivalent degree with at least five years accounting and financial management experience preferably in a non-profit environment.
2. Proven record of achievement in the provision and implementation of sound, professional financial management advice to a Board/CEO and senior managers.
3. Extensive experience developing and managing complex budgets, financial reporting and funding submissions.
4. Proficiency in managing financial and payroll systems including the use of Excel, MYOB and external payroll providers.
5. Demonstrated high level of effective communication, both written and verbal, coupled with highly developed liaison and negotiation skills. Ability to communicate accurately, respectfully, discreetly, and concisely. Confidence in conflict resolution and problem solving.
6. Demonstrated ability to develop, implement and monitor adherence to financial policy and procedures, and adhere to these.
7. Experience in HR management and leadership of the people and culture business area in a community sector context.
8. Demonstrated experience, or high level of knowledge of corporate governance. Ability to manage corporate governance mechanisms and prepare high level reports, briefing papers, advice and correspondence.
9. Demonstrated ability to work in a cross-cultural context, and ability to work respectfully with Aboriginal and Torres Strait Islander peoples. Ability to work within the National Principles for Child Safe Organisations.
10. Successful Security Check as per state requirements (for example Working With Children Check).
11. All applicants must be eligible to work in Australia. A copy of Proof of Citizenship or Permanent Residency status will be required.