

Position Description

Position Title	Financial Controller	Department	Finance
Reports to	General Manager – Enterprise Services	Effective date	December 2021
Responsible for	N/A	Location	Expression Australia Head Office

Organisation Overview	<p>Expression Australia's aims to give all people who are Deaf and Hard of Hearing every opportunity to connect with and contribute to society and develop in all aspects of life, in their language of choice. In addition, we are an inclusive organisation with an aim to be an employer of an equal number of Deaf and Hard of Hearing people.</p> <p>Established in 1884, we strive to provide transformational services and support for our community to be able to participate across all areas of life, by optimising new technologies, addressing inequity and driving social change.</p>
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Role Overview	<p>A Financial Controller leads a small finance team responsible for the financial accounting processes and control, management reporting and budgeting, payroll, accounts payable and accounts receivable.</p> <p>The role is also accountable for the preparation of audited financial statements and compliance with taxation and funding requirements.</p>
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Job Specific Responsibilities <i>Key performance indicators will be clearly defined through the performance planning process.</i>	
Contribute to the achievement of Expression Australia's strategic objectives	<ul style="list-style-type: none"> • Advance Expression Australia strategic plan and its vision through executing the organisation's strategic priorities. • Model behaviours that are consistent with the mission and beliefs of the strategic plan. • Model behaviours that reflect our values
OHS & Quality Compliance	<ul style="list-style-type: none"> • Take reasonable care for their own health and safety, and health and safety of others • Adhere to OHS guidelines • Adhere to the organisation's Quality framework
Monthly Accounting cycle	<ul style="list-style-type: none"> • Develop monthly accounting process cycle with appropriate cut offs, identifying key inputs and outputs and communicating this across the organization and then manage compliance to cycle timetable. This applies to: <ul style="list-style-type: none"> ○ Month end accounting close and reporting ○ Payroll processing and reporting, including compliance to ATO requirements ○ Accounts Payable and Accounts Receivable processing and cut off ○ Payment and/or submission of regulatory submissions eg. BAS • Develop process for reconciliation of all Balance Sheet and any appropriate P&L accounts monthly, including templates, review and approval • Review and approve month end journals and overall responsibility to reconcile all accounts • Lead the team to prepare monthly management accounts, analysis and commentary • Established monthly P&L reviews with Service Managers to enhance Service Managers financial acumen and also to identify opportunities and issues.
Audit and Financial Statement preparation.	<ul style="list-style-type: none"> • Ensure compliance with Accounting Standards, specifically AASB 1058 Income of Not-for-Profit Entities, AASB 15 Revenue from Contracts with Customers and AASB 16 Leases. • Manage audit process with external auditors • Prepare financial statements and disclosures • Ensure financial compliance to funders requirements and acquittals

Ensure appropriate Internal Control environment	<ul style="list-style-type: none"> • Develop, Implement and Maintain appropriate accounting policies and procedures • Ensure processes are in place to ensure adherence to all finance policies • Implement a 'control' environment ensuring appropriate system controls are in place
Team Development and Continuous Improvement	<ul style="list-style-type: none"> • Ensure the Finance team is developed and coached/trained to follow accounting processes. • Create a team environment where back fill and succession plans are in place for all roles • Focus on continuous improvement of Finance processes, such as: <ul style="list-style-type: none"> ○ Determine requirement and establish process for allocation of corporate overheads. ○ Develop cash flow forecasting process

Values			
Respectful	Behaving ethically appropriate, respectful of culture, history and community and providing person centered services to clients and others	Diversity	Showing respect for diverse backgrounds and experiences
Adaptive/Resilience	Demonstrating and developing individual coping strategies	Progressive	Innovating and looking at ways to improve the lives of our clients and communities
Inclusive	Working effectively and engaging with others to achieve a common goal		

Knowledge, Skills & Experience	
Essential <ul style="list-style-type: none"> • Strong understanding of end to end business processes, especially across all core Finance functions and interdependencies to stakeholders within and outside of Finance • High degree of knowledge of IAS, AASB and AAS, the interpretation of and the practical application within the context of the organisation • Strong IT skills • Good communication and interpersonal skills including the capacity to liaise with individuals at all levels in a friendly, responsive and timely manner • Applies integrity and ethics to all work-related matters and ensures personal compliance within privacy and confidentiality legislation requirements. • Attention to detail • Independent and self-motivated • Highly developed organisational skills and the ability to successfully manage competing issues and deadlines. • Strong team focused approach both within department and with external departments 	

Education / Qualifications / Certifications/ Memberships
<ul style="list-style-type: none"> • Bachelor Degree with a Accounting as a major • CPA or CA qualified • Auslan Level 2

Travel Requirements
<ul style="list-style-type: none"> • Infrequent

I acknowledge that I have read, understood and accept the duties, responsibilities and obligations of the above position description. I understand that this position description is a guide and reasonable additional duties may be requested of me during the course of my employment. This position description will be reviewed annually to maintain its relevancy and meets organisational objectives.

Employee signature _____ Date _____