

## **POSITION DESCRIPTION: FINANCIAL CONTROLLER**

ORGANISATION: Queensland AIDS Council (QuAC)

SALARY: QUAC EA Level 4  
REPORTING TO: Chief Executive Officer  
DIRECT RELATIONSHIPS: All Staff

The Financial Controller (FC) position is responsible for establishing and maintaining all accounting and related records of the organisation, as well as providing oversight for operational ICT, administration and facilities management.

### **Key Results Areas:**

#### **Financial Management, Risk and Governance**

- Implement and maintain sound financial processes and procedures, including the operation of the relevant financial reporting system (currently MYOB but moving to XERO).
- End of month financial finalisation, payroll management and end of quarter acquittals
- Lodgement of BAS and Super
- Implement internal audit processes to ensure financial compliance as per the delegations and report results to the management team and escalation to the Board if required.
- Meet all financial reporting requirements of the organisation including but not limited to the annual financial reports, monthly and quarterly management reports and other reports as requested or directed.
- Assist the Company Secretary, and other Directors of the board with any compliance activities.
- In conjunction with the Executive team:
  - Prepare and ensure that QuAC operates within the Board approved budget
  - Manage the contractual obligations of out-sourced organisational functions/operations ensuring full contractual obligations are met and QuAC receives value for money
  - Ensure reporting information required for distribution to the Board is prepared and made available to the Company Secretary in a timely manner.
- Attend monthly Board meetings as required.
- Contribute to short and long-term organisational planning and strategy.

### **Relationship Management**

- Contract management for funding contracts and facilities contracts.
- Escalation point for vendors including issues with motels
- In collaboration with the other members of the executive team, establish effective working relationships with relevant community organisations, interest groups and networks.

### **Leadership Management**

- Participate in the overall management of QuAC and maintain collaborative and effective relationships with the Executive Team and wider staff group.
- Work collaboratively within a management team decision making framework in relation to relevant operational activities of the service.
- Identify professional development and performance management requirements of team(s) that report through to the Financial Controller position.
- Demonstrate leadership and professional conduct in all duties of the position.
- Commitment to the strategic goals of QuAC.

### **Philanthropy, Grants and Public Relations**

- Contribute to the development of grant applications and submissions for Government and non-Government grants/funding, and negotiate with external agencies/organisations on funding applications in collaboration with the management team.

### **Policy and Project Management**

- In collaboration with the executive team draft and review policy and procedures of the organisation ensuring compliance with relevant government frameworks (HSQF).
- Undertake other project work as relevant to the position.

**Expected Deliverables:**

- All financial reporting and lodgement deadlines are met including monthly accounts being closed and required reports (Board and management) generated within 10 days of end of month.
- Accuracy and promptness in managing all accounts and payroll related processes of the organisation.
- Timeliness, accuracy and relevance in providing other financial information and reports as required.
- Financial risks and opportunities are identified and reported within appropriate timeframes and effective recommendation for resolution as required is provided.
- Evidence of development and continuous improvement in financial policies, procedures, systems and processes
- Facilities and ICT requirements for the organisation are meeting service delivery needs and delivered in required timeframes.
- Effective management of contractual obligations of out-sourced organisational functions/operations (service delivery, IT and facilities) ensuring full contractual obligations are met.
- Effective management of procurement processes and vendors as they relate to Finance, ICT and facilities management.
- Successful relationship management and negotiation skills in communicating with banking organisations, external partners, funding bodies and regulatory agencies.

#### SELECTION CRITERIA:

- Tertiary qualifications in Accounting/Commerce or equivalent experience
- Post graduate qualifications in management and/or CA or CPA qualifications highly desirable
- At least 5 years' experience working within a medium sized organisation, providing similar services (financial and administration, IT and facilities oversight)
- Strong analytical and accounting/financial skills including taxation, compliance, reporting and legal issues
- Demonstrated experience in payroll, vendor payments and receivables and cash management
- Demonstrated experience with Fee For Service models highly desirable
- Advanced experience in MYOB (or other accounting packages) and MS Office (particularly Excel) software
- Good understanding of Finance and Accounting internal controls
- Excellent written communication skills and strong interpersonal and negotiation skills
- Strong organisation skills, attention to detail and working to deadlines.
- Strong service focus on the internal customer and client outcomes (proactive, responsive and takes initiative) with high standards and a continuous improvement approach.
- Initiative and problem solving skills and supporting the establishment of new policies and procedures.
- Blue Card/ Police Check
- Experience in partnering with Aboriginal and/or Torres Strait Islander led organisations and services.

