



RED LILY HEALTH SERVICE  
WORKING TOGETHER FOR BETTER HEALTH  
IN WEST ARNHEM

## Position Description

### Position Details

Position Title	Finance Manager
Position number	005
Department / Division	Corporate
Classification	Administration
Salary Range (Optional)	Based on Experience
Employment Type	Ongoing/Full Time
Work Location	Darwin
Reports to	Business Manager
Reporting lines	Nil
Organisation link	<a href="https://redlily.org.au/">https://redlily.org.au/</a>

### Primary Objective

The Finance Manager is responsible for all financial and accounting records/processes to ensure legislation, policies and procedures are complied within a timely manner. You will provide financial oversight and support to ensure budgets, forecasts, capital projects and proposals are in alignment with business requirements, and regulatory obligations. You will manage day-to-day accounting tasks while building and maintaining effective stakeholder relationships, both internally and externally.

### About The Team

This position is part of the Red Lily Corporate Team, based in Darwin.

### Position Responsibilities

#### Management of accounts payable and receivable

1. Ensuring all purchases are authorised as per organisational policies and procedures.
2. Ensuring all accounting system entries are recorded with appropriate account and cost centre codes and with a correct GST treatment.
3. Manage supplier and other payments as required.
4. Maintain positive relationships with all the suppliers and funding bodies.
5. Liaise, assist and guide staff and managers to review and action outstanding purchase orders and other financial items.

#### Fortnightly, monthly and annual accruals, reconciliations, journals and provisions for Red Lily

1. Prepare monthly income accrual as per budget/grant funding based on project codes.
2. Process monthly payroll accruals including the payroll entitlements of annual leave, long service leave and personal leave.
3. Assist Payroll Officer with fortnightly payroll manual journals, wage payments and other payroll related tasks when required.
4. Prepare monthly employment cost split to various projects cost.
5. Contribute finance teams audit preparations and general ledger reconciliations.



### Reconciliation of Accounts

1. Reconciliation of banks accounts, credit cards accounts, Cheques accounts, petty cash accounts, BAS & IAS payments and reconciliation of other balance sheet liability accounts

### Budget Preparation, Oversight and Maintenance

1. Provide assistance to the executive team with budget preparation.
2. Report and notify on any overspend to relevant stakeholders.
3. General oversight of budgets

### Prepare Financial Reports

1. Provide timely monthly budget verses actual financial report to managers and staff.
2. Prepare financial information for Board reporting.
3. Prepare financial acquittals for funding bodies.
4. Prepare audited acquittals for auditor & funding bodies.
5. Analyse financial reports and provision of financial performance advice to the Executive Team

### Management of Red Lily funding compliance register

1. Maintain compliance register to ensure all contractual obligations, including reporting deadlines, other requirements, from funding agreements and statutory obligations are up to date with relevant contact details such as email, addresses and contact numbers.
2. Issue reminder emails and notifications to relevant personnel to ensure timely processing of reports, renewal of employment and service contracts and issuance of invoices, etc.
3. Ensure all forms of contracts including funding agreement are duly signed and recorded for quick and easy retrieval.
4. Follow up with managers and staff to obtain a copy of completed reports and submission details for record-keeping.
5. Produce monthly compliance reports.

### Maintain up to date Asset Register

1. Update the addition and the disposal of assets.
2. Charge depreciation according to the useful life of the asset.
3. Update and maintain the asset register.

### Maintain Office of Registrar of Indigenous Corporations Requirement

1. Keep up to date Members and Directors Registration Details
2. Provide require reporting requirements and lodgements on a timely basis.
3. Assist with organisational compliance with Rule Book and ORIC requirements.

### Audit Requirement

1. Liaise with auditors regarding interim & main audit requirements.
2. Obtain the information required to finalise the audit from relevant staff.
3. Prepare reconciliations and documents for audit.
4. Field sample requirements for audit
5. Answer audit queries.

### Process Optimisation

1. Drive process improvements to enhance efficiency and effectiveness, focusing on delivering more efficient accounting management.
2. Be pro-active in anticipating potential impacts and preparing for process changes resulting from system upgrades, new system implementations or reporting requirement changes.

### Organisational Responsibilities

1. Adhere to all organisational policies, procedures, standards and practices e.g., Information and records management, confidentiality.
2. Complete and participate in regular formal and informal performance feedback and improvement sessions.
3. Represent and promote Red Lily Health's vision values.
4. Act as a role model for staff and clients.
5. Other duties as required, consistent with skills and experience, as directed by the Line Manager.

### Quality and Workplace Health and Safety

1. Support and participate in the development of continuous quality improvement activities within Red Lily Health.
2. Ensure your personal health and safety and that of others in the workplace.
3. Report all accidents, incidents, near misses and hazards immediately.

### Selection Criteria

#### Essential

1. CA/CPA qualification or working towards.
2. At least 2 years' experience in a similar role.
3. Degree in finance, accounting or related field.
4. Demonstrated knowledge of accounting and financial principles, practices and standards.
5. Ability to cost, analyse and evaluate programs in a remote health environment.
6. Superior communication skills together with an ability to participate and contribute as an effective team member, working with clients to provide an effective service and leading business change processes.
7. Ability to manage and deliver work at the required quality within agreed timeframes.
8. Demonstrated ability to liaise, coach and provide ongoing support to develop stakeholders to have a mutual understanding of responsible financial management and budget performance.
9. High level Information Technology (IT) skills utilising accounting systems, electronic invoicing systems, document and data management skills including development of reports, correspondence and system processes.
10. Demonstrated flexible approach to meeting organisational priorities and workload.
11. Willingness to travel by air and road to remote communities.
12. A satisfactorily Police check (through Safe NT website). A criminal history will not exclude an applicant from this position unless it is relevant to the role.
13. Current Working with Children's Card (OCHRE card) or ability to obtain.
14. Full rights to work in Australia.

#### Desirable

1. Experience working in an Aboriginal controlled organisation delivering services in remote communities.