

Position title	Finance Manager
Group	Finance
Employment status	Full time
Salary Range	As advertised
Position reports to	CFO
Location	Spaces Abbotsford or another Djirra office
Delegation	N/A

Organisation environment

Djirra¹ is an Aboriginal Community Controlled Organisation with over 20 years' experience accompanying Aboriginal and Torres Strait Islander women, and their children, on their individual journeys. We find solutions through Aboriginal and Torres Strait Islander women sharing their stories, journeys, and experiences. Djirra celebrates women's strength and resilience. We are committed to a future without family violence.

We deliver holistic, culturally safe, specialist family violence support, legal services and case management, alongside cultural and wellbeing workshops and programs. Our services have state-wide reach, touching every part of Victoria to meet the needs of Aboriginal and Torres Strait Islander women. Self-determination is the foundation of everything we do.

Djirra amplifies the voices of Aboriginal and Torres Strait Islander women. We advocate for system-wide change to improve access to justice, eliminate systemic violence, and strengthen women's resilience.

We are an active member of the National Family Violence Prevention and Legal Services Forum, the peak body for Aboriginal and Torres Strait Islander people who are experiencing or at risk of family violence.

Role purpose

This position is to effectively lead and manage the Djirra Finance team. It is responsible for the development of best practice financial management accounting and to ensure that appropriate and effective strategies, policies, systems and risk management controls are in place to assist senior managers to make the best business decisions for Djirra.

The Finance Manager will provide sound financial advice and directly assist the Chief Financial Officer (CFO) and the Executive Director (ED) on all strategic and tactical matters as they relate to budget management, cost benefit analysis and forecasting needs of Djirra, and present financial performance to Managers, the Senior Executive Team and the Board.

Key accountabilities

- Ensure funding agreements are tracked and acquitted in line with contracts, with regular reporting to relevant managers and key stakeholders
- Develop detailed costings for funding applications and advocacy, with a high degree of accuracy and transparency
- Ensure accurate recording of suppliers, customers, invoice recording and payment, with timely follow-up on overdue accounts
- Ensure accurate recording and processing of payroll, including payments, accruals and entitlements of employees in line with legislation
- Manage timely and accurate monthly reporting to Management and Executive Team, with all reconciliations and legislative returns completed to ensuring accuracy of data

¹ Djirra is the Woiwurrung word for the reed used by Wurundjeri women for basket weaving. Traditionally, when women gathered to weave, important talks took place and problems were solved. Djirra symbolises Aboriginal women today, still coming together to share stories, support each other and find solutions.

- Manage timely and accurate quarterly reporting to the Finance Risk and Audit Committee and the Board
- Maintain up-to-date funding budgets, in line with any new contracts and variations
- Develop the budgets and forecasts in consultation with Managers and Executive for presentation to the CEO and Board
- Key contact for auditors; ensuring team are meeting deadlines and that final reports are accurate
- Develop and coach the Finance team towards a mindset of high performance and continuous improvement, including ongoing professional development plans for each team member
- Provide financial leadership to ensure the organisation is dynamic, innovative and financially resilient
- Monitor financial risks and escalate any risk appetite breaches
- Ensure team is well positioned to support each other to enable continuity of service to Djirra and funders
- Any other duties as requested by the CFO or Executive Director

Key selection criteria

Professional / Functional Skills	• Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream organisations. • At least ten years' broad finance experience including at least 3 - 5 years in a senior financial role with staff management responsibility, preferably in a similar environment or in the not-for-profit sector. • Excellent knowledge of relevant statutory, regulatory and governance requirements, principles and practices, across accounting, payroll and contract management. • Demonstrated excellence in managing finance, accounting, budgeting, control and reporting. • Experience with development, implementation and review of financial policies, procedures and systems. • Ability to work collaboratively as part of the senior management team, exercising judgement in analysing information and making decisions in an environment subject to change. • Demonstrated ability to lead, manage and motivate staff and review finance operation and develop strategies and innovative approaches to improve its effectiveness. • Ability to build and maintain effective professional relationships with key influential stakeholders. • Ability to show initiative and demonstrate high-level organisational skills
Competency	• Sensitivity, insight, humour and warmth dealing with all people, but especially with those who may have experienced challenging circumstances over time such as trauma, discrimination and cultural and/or social isolation. • Good skills in influencing and negotiating, fostering collaboration, understanding various perspectives and getting the best outcomes for all. • Strong report writing and verbal communication skills. • Ability to work autonomously and exercise initiative, discretion and judgement. • Able to display flexibility and sound decision making and within tight and conflicting deadlines. • Strong attention to detail, conceptual, analytical, learning and investigative skills. • Capacity to think and plan strategically. • High level of initiative and drive
Technical Skills	• Advanced Excel skills, including strong familiarity with MS suite of tools. • Knowledge of best practice systems and approaches to effective financial management; including systems for successful management of budgets and forecasting • Sound knowledge of funding acquittal and/or project accounting • Experience using multiple financial platforms • Very strong report writing and verbal communication skills.
Qualifications	
• A postgraduate qualification (CPA or CA) in accounting • A Victorian Employee's Working with children's check or willing to obtain one	

- Willing to complete a National Police Check at Djirra's expense

Workplace health and safety

Djirra is committed to providing and maintaining the health and safety of its employees.

All staff at Djirra are expected to champion proactive and positive health and safety practices in the workplace and when working offsite by raising health, safety and wellbeing issues or concerns with managers and colleagues. Staff are required to observe all safe work procedures, rules and instructions, and take all reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner. Staff are encouraged to undertake related training e.g. – First Aid training, Fire Warden, etc.

Information about these policies is contained in Djirra's Human Resources Policy Manual.

We are a Child Safe Organisations

Djirra is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Djirra is subject to a satisfactory Australian Criminal History Check and an *Employee Working with Children Check* (in Victoria).

An International Police Check will also be required if you have resided continuously in an overseas country for 12 months or more in the last ten years.

Other important information

Djirra's employees and volunteers are required to adhere to relevant policies and procedures including, but not limited, to:

- Code of Conduct Policy
- Occupational Health and Safety Policy
- Social Media Use Policy
- Privacy Information Policy
- Conflict of Interest Policy
- Volunteer Policy

Information about these policies is contained in Djirra's Human Resources Policy Manual.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Position Description and have read and understand its contents.

Employee name:

Employee signature:

Date: / /

Manager's name:

Manager's signature:

Date: / /

HR CHECKLIST

- ☐ Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep.



- ☐ Place one copy of completed form and any attachments on the employee's Performance File.
- ☐ Retain original completed form and any attachments on the employee's Personnel File.

Initials: _____

Date: / /