

1. POSITION IDENTIFICATION	
Title	Finance & Administration Manager
Functional Area	Finance
Reports to	Chief Executive Officer
Employment Status	Permanent
Terms of Employment	Executive Contract

2. POSITION OBJECTIVE
<p>To ensure the responsible management of Emmy Monash Aged Care finances for growth and sustainability and manage its administrative systems.</p> <p>To ensure that Emmy Monash operates at the leading edge of operational efficiency and service quality whilst supporting the CEO to deliver strategic and operational priorities.</p>

3. GENERAL RESPONSIBILITIES	
Conduct	
Key Result Area	Performance Indicators
Develop and maintain and awareness and role modelling of Emmy Monash' vision, mission and values.	Actions and behaviours in the workplace in line with vision, mission and values.
Awareness and adherence to Emmy Monash' Code of Conduct, and policies and procedures.	Complies with organisational policies and procedures.
Work co-operatively and communicate effectively with others as required.	<p>Communication is carried out in a non threatening, non aggressive and culturally sensitive manner.</p> <p>Information and knowledge is shared with others as necessary and appropriate.</p> <p>Interpersonal styles and methods are adjusted to the organisations social and cultural environment.</p> <p>Effective professional relationships are developed within the framework of the organisation's social, ethical, and business standards.</p>

Quality / Continuous Improvement	
Key Result Area	Performance Indicators
Ensure implementation of the Emmy Monash Quality system within the Finance and Administration Department.	Implementation of Emmy Monash Quality System occurs as indicated by internal quality audit results.
Ensure development and regular review of quality procedures as required by the Finance and Administration Department and the Quality System.	Procedures of the Finance and Administration Department are developed, and reviewed regularly as required by the Finance and Administration Department and the Quality System.
Participate in the continuous improvement process and Emmy Monash Quality System.	Identifies, responds to and implements continuous improvement within the scope of the position via the Quality Improvement Request process.
	Carries out Quality Audits as required.

Quality / Continuous Improvement (Cont/...)	
Key Result Area	Performance Indicators

Customer Service	
Key Result Area	Performance Indicators
<p>Ensure adequate level of customer service provided to internal and external customers including but not limited to:</p> <ul style="list-style-type: none"> - Ensuring quality services are provided to prospective and current residential aged care residents. - Ensure quality services are provided to ILU clients. - Ensure quality services are provided to internal Emmy Monash customers. - Ensure staff develop effective professional relationships with customers which are within the framework of the organisations social, ethical, and business standards. - Ensure issues, concerns or problems are recognised, addressed within a reasonable time frame, or referred to the relevant position, in line with Emmy Monash procedure. 	<p>Quality services are provided in a timely manner.</p> <p>Trust and confidence, of colleagues, customers, is gained and maintained through competent performance.</p> <p>Effective professional relationships with customers which are within the framework of the organisation's social, ethical, and business standards are developed.</p> <p>Customer issues, concerns, or problems are recognised, and addressed within a reasonable time frame, or referred to the relevant position, in line with Emmy Monash procedure.</p>
Attend Emmy Monash annual AGM and other meetings as required.	The AGM and other meetings attended as required..

Privacy and Confidentiality	
Key Result Area	Performance Indicators
Maintain privacy and confidentiality in relation to a personal and health information of staff and clients.	<p>Complies with organisational procedures in relation to privacy and confidentiality.</p> <p>Breaches of privacy and confidentiality do not occur.</p>

Business administration and planning	
Key Result Area	Performance Indicators
Manage the development of the annual budget for Emmy Monash Aged Care.	Draft budget data provide to CEO and Board as required
Monitor budget variations and liaise with the General Managers regarding excessive variances.	Budget variances minimised, causes identified, and any necessary remedial action taken.
Manage contracts within the scope of Finance and Administration Department in accordance with Emmy Monash procedures.	Contracts managed in accordance with Emmy Monash procedures.
Undertake effective change management.	Implementation of changes occurs via appropriate consultation with key stake holders, and with minimal disruption to residents and staff.
Company Secretarial duties as required.	Corporate Governance as per ASIC requirements of Emmy Monash business.
Key Personnel Management relating to Emmy Monash Board of Directors	Disclosure of Key Personnel amendments to the Department of Social Services.
Prepare monthly report regarding Finance and Administration Department operations for the Chief Executive Officer.	Report regarding Finance and Administration operations for the Chief Executive Officer provided monthly.
Participate in development of Emmy Monash Aged Care Strategic Plan as required.	Participation in development of Emmy Monash Strategic Plan as required occurs.

Business administration and planning (continued)	
Key Result Area	Performance Indicators
Develop an annual operational plan for Finance and Administration Department.	Annual operational Plan for Finance and Administration Department is developed.
Participate and operate as an effective member in the Emmy Monash Quality committee as required.	Implement Emmy Monash Committee decisions within the scope of this position
Participate in other Emmy Monash Committees as required.	Display professional behaviours in line with Emmy Monash policy, procedure or other standards. Communicate effectively and work co-operatively with members of committees
Maintenance of Asset Register Ensure all company assets are recorded	Asset register maintained with all company assets recorded

Specialist Knowledge/Technical Skills	
Key Result Area	Performance Indicators
Develop and maintain a current working knowledge of the requirements of: <ul style="list-style-type: none"> - Taxation Legislation - Residential Aged Care Financial requirements - Financial Management requirements as pertain to the not for profit sector 	Specialist knowledge and technical skills kept up to date, as indicated by meeting of financial regulatory compliance requirements.
Maintain and update computer skills including but not limited to Aim, internet, email, Word, Excel.	Skills maintained and updated.
Maintain a current working knowledge of the needs of older people and the Jewish Community.	Knowledge of the needs of older people maintained and updated.
Attend training as required by Emmy Monash Aged Care.	Training as required attended.

Regulatory Compliance	
Key Result Area	Performance Indicators
Ensure regulatory compliance is achieved in relation to: <ul style="list-style-type: none"> - Taxation Legislation - Residential Aged Care requirements - Australian accounting and financial management standards as pertain to the not for profit sector 	Finance related regulatory requirements are met.

Financial Management	
Key Result Area	Performance Indicators
Budget Manage and co-ordinate preparation of annual budget.	Budget prepared for Finance Committee by the end of May.
Ensure provision of monthly reports against the budget to the Finance Committee	Monthly reports against budget prepared and distributed to Finance Committee members
Monitoring receipts and expenses.	Income maximised, and expenses controlled.
Other reporting in relation to budget provided as requested.	Other reporting data provided in a timely manner.
Management of Emmy Monash Aged Care investments in line with directions of the Finance Committee.	Emmy Monash investments are managed in line with the directions of the Finance Committee.

Financial Management (continued)	
Key Result Area	Performance Indicators
Budget Ensure appropriate cash flows available to meet ongoing cash requirements	Sufficient cash reserves available.
Annual Accounts Ensure the preparation of annual accounts to meet statutory requirements.	Annual accounts prepared by the end August, and deemed to meet statutory requirements by external auditors.
Residential Services Bonds Management Ensure accurate information provided to prospective residents.	Information provided to residents regarding bonds is accurate and up to date as indicated by internal audit of procedure.
Ensure that bonds are negotiated with residents where applicable in line with the financial sustainability of the facility. Ensure bond moneys are managed in line with statutory requirements	Bonds negotiated in line with financial sustainability of the facility. Management of bond monies meets statutory requirements.
Strategic & Operational Reviews Strategic and operational reviews relating to finance or administration carried out as required.	Strategic or operational reviews carried out as required in a timely manner

Information Technology	
Key Result Area	Performance Indicators
Information Technology Co-ordinate Information Technology across Emmy Monash in consultation with Management. Receive and refer requests for IT service.	Reliable IT systems available as defined by agreed parameters available across the organisation. IT services provided within reasonable time frames as agreed with management.
Liaise with IT consultants regarding ongoing maintenance.	Interruptions to the operation of the IT system are minimised.
Liaise with IT consultants regarding and strategic reviews of IT requirements.	Gaps in the IT system are identified, and communicated to management for action.
Office Technology Assess Emmy Monash office technology requirements as required, and manage purchase or contracting of office related technology.	Cost effective and efficient office technology available on site.

Work, Health & Safety	
Key Result Area	Performance Indicators
<ul style="list-style-type: none"> Comply with Occupational Health and Safety Procedures 	Is compliant with OHS policies and procedures. Co-operates with employer with respect to any action taken by the employer to meet OHS obligations. Takes reasonable care of own health and safety. Takes reasonable care of the health and safety of others. Does not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare.

<p>Internal Relationships</p> <ul style="list-style-type: none"> - Emmy Monash Aged Care Board - Emmy Monash Aged Care Service Areas - Emmy Monash Management Team - Quality Manager - Emmy Monash Care Staff - Clients / Residents and relatives 	<p>External Relationships</p> <ul style="list-style-type: none"> - Leading Aged Services Australia (Australia) - Auditors - Department of Social Services - Australian Tax Office - State Revenue Office - Local Governments - Australian Securities & Investments Commission (ASIC) - Other Aged Care Providers
--	---

4. KEY PERFORMANCE MEASURES	
Key Selection Criteria	Key Performance Indicators
<ul style="list-style-type: none"> • Previous experience in similar role at senior management level • Tertiary qualification in finance or accounting with professional membership of CPA or equivalent • Demonstrated knowledge of Aged Care Act 1997 and relevant Health related legislation • Strong analytical skills and business acumen 	<ul style="list-style-type: none"> • Demonstrated contribution to the management team in relation to: <ul style="list-style-type: none"> - financial management requirements in the not for profit sector - providing strategic and operational management of Finance and Administrative functions • Sophisticated communication and leadership skills displaying an: <ul style="list-style-type: none"> - Ability to communicate effectively and collaborate with the management team - Ability in leading and managing a team of staff - Ability to communicate effectively, and build relationships with key stakeholders • Performance appraisal system implemented and reviews conducted within agreed timeframes • Effective change management undertaken • Reliable IT systems available as defined by agreed parameters across the organisation • Computer literacy including proficiency in Excel, internet, e mail, financial management software demonstrated.

Appraisal: Within 3 months, and prior to the conclusion of a 6 month probationary period, and then on an on-going basis, with a formal annual system of performance appraisal based on key performance indicators and performance objectives.

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

I have read, understood and accept the above position description

Employee's Name:	
Signature:	
Date:	
Direct Manager's Name:	
Signature:	
Date:	