

# HR: Team Leader, Finance

## POSITION DESCRIPTION

Date reviewed: 3 September 2019



<b>Position Title</b>	Team Leader, Finance
<b>Responsible to</b>	Senior Manager, Enterprise Services
<b>Classification</b>	
<b>Term</b>	Ongoing
<b>Date Last Updated</b>	3 September 2019

## Overview of Lighthouse Disability

Lighthouse Disability is a support service for people with diverse and complex disabilities. Our work is shaped by the Lighthouse Disability Framework for Positive Living which is based on the Objects of the Lighthouse Disability Constitution, which in turn are derived from the Objects of the National Disability Insurance Scheme Act (2013).

In particular, we are committed to developing and continuing to build an organisational culture that promotes customer choice and control, and the wellbeing and safety of our customers and our staff. How we work is important, and this contributes to the development of our authority in the disability sector in which we work.

We take pride in recruiting people who have values that are consistent with the principles outlined in the Framework, who are keen to learn, and able and willing to work as a member of a team. Staff are valued and we expect active and innovative contributions to positive customer outcomes and to our workplace.

As a not for profit company, Lighthouse Disability operates as a customer orientated business in the competitive NDIS environment.

### SUMMARY OF THE ROLE

Reporting to the Senior Manager, Enterprise Services, the Team Leader, Finance leads the daily activities of the finance team and is able to work with minimal supervision accepting direction and guidance on challenging aspects of the role. The Team Leader, Finance works to established timeframes for all facets of their work and enables a smooth work flow within the Finance Division and wider organisation.

The Team Leader, Finance applies sound judgement and problem solving to all aspects of the role, and uses their strong communication skills to interact with both internal and external stakeholders including Lighthouse Disability clients and their families.

### ORGANISATIONAL RELATIONSHIPS

The Team Leader, Finance leads all members of the Finance Division to ensure the smooth coordination of all finance tasks at Lighthouse Disability. In addition, strong relationships are required with the wider organisation and specifically with the NDIS Liaison Officer and Managers, Service Delivery. Superior customer service and relationship building is required with clients, customers and other external stakeholders.

## Key Result Areas

### KEY RESULT AREA 1

Ensures delivery of quality accounting outcomes in accordance with workflow requirements and customer needs, working closely with the Senior Manager, Enterprise Services.



### Key Performance Indicators

- Management of month end processes including accrual journals
- Undertakes general financial analysis of recurrent activities
- Preparation of monthly finance reports
- Preparation of finance reports and relevant papers to support the Senior Manager, Enterprise Services in Finance, Risk and Audit Committee and Board Reporting
- Ensures business compliance with all legislation
- Involved in preparation of the yearly budget
- Preparation of the annual financial statements
- Ensures audit requirements and preparation for audits are managed

### KEY RESULT AREA 2

Ensures strong relationships are developed and maintained with customers and other stakeholders; there is effective customer service.

### Key Performance Indicators

- Clients and their families report understanding their service agreements, the financial implications and having a positive customer service experience
- Clients and their families report receiving timely responses to queries and requests for information
- Clients have access to up-to-date information regarding their NDIS packages
- A firm relationship is developed and maintained with the NDIS Liaison Officer and the Service Delivery Team, in particular, Managers, Service Delivery
- There are connections made with services as appropriate
- Supports and implements the policies and procedures of the Finance Division and Lighthouse Disability
- Works to meet the challenges of change within the organisation and the sector and seeks guidance and support when needed

### KEY RESULT AREA 3

Ensures Lighthouse Disability Divisions receive timely information and guidance as required.

### Key Performance Indicators

- Divisions indicate that the information they receive in relation to Finance is meaningful and timely
- There is appropriate communication and contact with Divisions to ensure they have the opportunity understand Finance requirements as they pertain to their area
- There is an understanding of budgeting requirements per Division
- There is evidence of attendance at Cluster Meetings as required (provide guidance to service delivery)
- Provides appropriate assistance to the Senior Manager, Enterprise Services and leads the daily activities of the Finance Team.

### Key Performance Indicators

- Provides appropriate support and guidance to finance team members
- Actively participates in Finance Team
- Communicates to and participates in regular meetings with the Senior Manager, Enterprise Service
- Provides appropriate back-up for the Senior Manager, Enterprise Services

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## **JOB COMPETENCIES – SKILLS, EXPERIENCE AND KNOWLEDGE**

### **Essential Minimum Requirements**

- A CPA/CA qualified accountant with a minimum of 5 years of experience in the role of an accountant within Australia
- Ability to work as a member of a team and to lead finance staff in routine activities
- Ability to communicate verbally and in writing
- Ability to read, analyse and interpret financial reports and legal documents, including the ability to translate financial information at varying complexities to a wide range of stakeholders
- Ability to identify problems, collect data, establish facts and draw valid conclusions
- Strong reporting and IT skills, including accounting software systems
- Demonstrated effective use of client management systems
- High level of accuracy and numerical skills

### **Desirable Requirements**

- Experience of disability
- Experience of working in the NFP sector
- Experience of NDIA funding and financial processes
- Experience with Technology One finance systems

### **Personal Attributes**

- Value base consistent with Lighthouse Disability
- Ability to work independently and as part of a team
- Excellent interpersonal and customer service skills
- Ability to approach work with enthusiasm, flexibility and commitment

## **CONDITIONS OF EMPLOYMENT**

The Team Leader, Finance is required to:

- Maintain a DHS clearance
- Maintain a current SA driver's licence
- Undertake a pre-employment medical assessment resulting in a satisfactory outcome
- Undertake training as required

## **WORK HEALTH AND SAFETY**

The Team Leader, Finance maintains a healthy and safe workplace by:

- Taking reasonable care to protect own safety and that of others whilst at work
- Adhering to WHS legislation, policies and procedures
- Obeying any reasonable instruction from Lighthouse Disability management in regard to health and safety
- Using and maintaining equipment provided for health or safety purposes
- Not being affected by consumption of alcohol or other drugs
- Reporting any identified unsafe conditions, risks, hazards as soon as possible (within 24 hours of an incident)
- Actively supporting any colleague who may injure themselves at work including supporting colleagues on return to work programmes

## **ORGANISATIONAL REQUIREMENTS**

- Work in a manner that is consistent with Lighthouse Disability's values
- An ability to record and maintain accurate non-judgemental information



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Your signature acknowledges that you have read and understood this document.	Date     /     /