

Position Description Finance Manager

1. OVERVIEW

Position	Finance Manager
Employment status:	Part time position, up to two days per week, funded to 30 June 2023, subject to funding availability. An initial six-month probationary period will be a part of the employment contract.
Accountability:	The position reports to the Chief Executive Officer
Remuneration:	Commensurate with responsibilities of position and experience of the successful candidate. Generous terms and conditions including access to the benefits of salary packaging.
Location:	The position is based at LiverWELL, 15 Gracie Street, North Melbourne, or other arrangements as agreed.

2. ORGANISATIONAL ENVIRONMENT

LiverWELL (incorporating Hepatitis Victoria) is the peak not-for-profit community-based organisation for people affected by, or at risk of, viral hepatitis and liver disease. It is governed by an independent Board of Directors, with the Chief Executive Officer and staff performing day to day duties.

LiverWELL works to:

- Raise awareness of liver disease and prevent the transmission and impact of viral hepatitis
- Increase access and referral to quality information, care, treatment and support
- Provide leadership and coordination for the community response to viral hepatitis and liver disease
- Offer a number of programs for individuals and organisations that promote well-being, and educate and increase the capacity of others to respond
- Influence the government, media and other agencies in relation to a stronger response to the challenges of viral hepatitis and liver disease in our community.

The organisation strives to address the needs of priority populations affected by viral hepatitis and liver disease including:

- Culturally and linguistically diverse communities
- Aboriginal and Torres Strait Islander people
- People who inject drugs
- People in custodial or post custodial settings
- People at risk of acquiring liver disease
- People needing increased access to management and care for liver disease.

To achieve this LiverWELL collaborates with a wide range of stakeholders including researchers, clinicians, public health entities, community and health services providers, government, and community organisations. Throughout we are driven by and seek to represent the voice of people with lived experience of liver disease.

3. OUR VISION AND VALUES

Better liver health for Victorians, free from hepatitis and stigma.

OUR VALUES

- *Respect*: we respect all people affected by liver disease, promoting dignity and challenging stigma and discrimination
- *Inclusion*: we seek to understand and value the diverse circumstances and cultures of the people and communities with whom we work
- *Collaboration*: we work in partnership with those affected by liver disease and with others who share our values and aim
- *Impact*: we strive for maximum impact, building on evidence, being innovative and driving change to achieve better liver health

4. POSITION CONTEXT

Liver health is the ignored health crisis. In Australia, 6 million people are at risk and 1,400 die of liver cancer every year, the fastest growing cause of cancer death. It has a direct cost to the economy of approximately \$50.7 billion per year.

LiverWELL delivers a range of hepatitis education, community awareness, advocacy, training and workforce development programs for key priority groups. These programs have been developed to reduce the risk of hepatitis, and to increase awareness of and support for people living with viral hepatitis and liver disease. The organisation is in a growth mode and is seeking to integrate clinical support services underpinned by solid clinical governance to our offering nationally.

The Finance Manager will play a key leadership role in managing the financial systems and drive the financial processes of LiverWELL, while providing financial and strategic support to the Chief Executive Officer. The Finance Manager will oversee the financial resources of LiverWELL in collaboration with departmental Managers and will provide leadership and support to direct reports.

5. KEY RESPONSIBILITY AREAS

5.1 Executive Management

- Contribute to the overall management of LiverWELL as part of the organisation's management team.
- Contribute to the governance, strategic and business planning of the organisation.
- Drive the development of business and financial plans in line with the LiverWELL Strategic Plan, including reporting on the performance of key programs and activities.
- Assist in the development of organisational policies, procedures, and guidelines.
- Establish and maintain relationships with key stakeholders, including relevant Government representatives and funders.

5.2 Financial Management

- Maintain and improve the financial systems of the organisation ensuring alignment with internal program needs and external funding requirements including acquittals
- Oversee financial processing and reporting including accounts payable, accounts receivable, payroll, annual budget and reforecast, management reporting, financial reporting and audit
- Provide executive support to the LiverWELL Finance and Risk Committee, Board and other committees as required
- Maintain financial/accounting procedures, controls and practices in line with legal, commercial and corporate requirements and obligations.

- Ensure compliance with registration requirements and reporting including Australian Charities and Not for Profit Commission, ATO, PLSL and other agencies as required.

5.3 Teamwork

- Contribute to LiverWELL publications and communications.
- Attend and participate in regular general and specialist staff meetings.
- Act to promote a friendly climate, good morale and co-operation within the LiverWELL team.
- Take actions, make decisions, and shape priorities (individual, group, or team) to reflect the organisation's vision and values.
- Undertake other duties as agreed.

5.4 General

- Abide by LiverWELL's policies and procedures.
- Carry out general administrative tasks in support of the role.
- Facilitate the involvement of people living with and affected by viral hepatitis and liver conditions in the development and delivery of services.
- At all times maintain confidentiality of information about service users, members, staff, volunteers and other personnel.
- Promote LiverWELL's services to outside agencies and individuals.

6. KEY SELECTION CRITERIA

Please note: all applications must specifically address the key selection criteria.

Essential

- Relevant qualifications and/or experience in finance and relevant operations-based experience.
- Experience in executive level management and leadership within community or health sectors.
- Experience in working with key stakeholders, including Government and other funding agencies.
- Exceptional communication skills, including the ability to develop quality documentation, written reports and correspondence in a clear and concise manner, including the ability to interpret and respond to Government requirements.
- High level skills in financial management in Xero/MYOB and/or other related financial software.
- Ability to analyse and formulate budgets for the finance and risk committee and liaise with the Operations Manager for team budgets.
- Proficiency and competency in using a range of computer applications, including accounting software, the Microsoft Office suite, a variety of databases including Monday.com, with a high level of accuracy and attention to detail.
- Excellent organisational skills and the ability to work to deadlines with minimal supervision.

Highly desirable

- Demonstrated experience in identifying new business and growth opportunities.
- Ability to develop a thorough understanding of the clinical, emotional and social implications of living with viral hepatitis and broader liver health.
- The capacity to travel when required, with a current Victorian driver's licence. A vehicle will be provided for work-related travel.

GENERAL INFORMATION

- LiverWELL is committed to cultural diversity in the workplace and is an equal opportunity employer. People affected by liver health conditions, Aboriginal and Torres Strait Island people, people from a culturally and linguistically diverse background and people with experience working with those communities are encouraged to apply
- Regular performance reviews will be conducted using mutually established performance indicators.