Position description

Position title: Financial Controller
Employer: The Jean Hailes Foundation
Location: East Melbourne
Supervisor/Manager: CEO
Date: October 2022

Background

Jean Hailes for Women's Health (JH) is a national not-for-profit organisation dedicated to improving the knowledge of women's health throughout the various stages of their lives, and to provide a trusted world-class health service for women.

We combine research, clinical care and practical education for women and health professionals. Our key point of difference is the translation and dissemination of research and medical evidence into easy to understand health information, delivered in multiple ways, to suit our audiences.

Our aim is to inspire confidence to create a healthier future for all women.

Department

The JH Finance team is responsible for all finance related matters across the business including the clinics, research & education business units and is accountable for the acquittals associated with government funding.

Summary of position

Based at our head office in East Melbourne, this role is a full-time role responsible for overseeing the organisation’s finance & operations functions leading a team of 3 staff members.

Reporting to the CEO, the Financial Controller will be required to provide up-to-date financial information on JH to the organisation’s management and finance committee, and to analyse accounting data to support JH’s sound management.

The Financial Controller will also work closely with the Board Finance and Audit Committee and must be able to respond to requests for information on JH’s financial affairs.

The role is also responsible for overseeing the HR function and liaising with third parties for insurance renewals, management of key contracts and supporting clinic operations.

The role requires excellent interpersonal skills to enable effective communication on finance matters with a wide range of internal stakeholders, as well as excellent presentation skills. A demonstrated ability to be a positive team player is also essential.
Position description

Key job requirements, responsibilities and ongoing performance indicators

- Management of the accounting function, including accounts payable and receivable, payroll and the management of all financial obligations to clinicians
- Management of the accounting team (currently located offshore)
- Preparation of monthly financial reporting within required time frames including profit and loss, balance sheet and cash flow
- Management of clinic reporting and profitability analysis
- Timely preparation and management of all relevant finance committee and board reports
- Provision of support to the annual audit, including preparation of files and completion of financial statements
- Budgeting and Forecasting support to the CEO and senior staff and development of annual budgets for board consideration and approval
- Management of JH’s finance system (MYOB) in all aspects, including payroll and provision for salary packaging, ensuring completion every second Monday, regardless of calendar dates
- Continuous improvement of the finance function of JH
- Management of financial acquittals for all Grant income
- Ownership of the Risks Management Framework and ensuring robust internal controls
- ATO compliance obligations (GST and PAYG)
- Ownership of HR Processes including Performance Review Cycle, Annual Salary Reviews, Recruitment, Payroll and maintaining the HR/Payroll System (Employment Hero)
- Management of Part-Time HR Advisor
- Liaise with insurance brokers for annual insurance policy review and renewals
- Management of key contracts – IT, Property, Maintenance and Phones
- Supporting Clinic Operations with a focus on strategic opportunities

Requirements of position holder

Education

- Business / Accounting / Commerce degree qualified, with majors in accounting or finance desirable
- CA / CPA qualified

Experience & Technical Skills

- 7+ years’ experience in a similar role
- Experience in a leadership capacity
- Experience in the following accounting concepts:
  - Accounting for not-for-profit entities including relevant accounting standards
  - GST & PAYG
Position description

- FBT / Salary Packaging
- ACNC obligations and reporting
  - Expert knowledge of MYOB Account Right is desirable
  - Understanding of corporate governance requirements
  - Well-developed time management and prioritisation skills including ability to manage multiple and competing demands
  - Well-developed computer skills including MS Office Suite
  - In addition, experience in the following areas would be highly regarded:
    - Financial management of grants and acquittals
    - Prior experience in the financial management of clinical or health operations and/or understanding of the Medicare rebate system is desirable

Communication/interpersonal skills

- Excellent written and oral communication skills including the ability to effectively present information and respond to questions from internal and external stakeholders
- Demonstrated ability to contribute to a positive and learning-focused work environment with initiative, fresh idea generation and a proactive approach.
- A high level of interpersonal skills, which enable the appointee to liaise effectively with a wide range of people at a variety of levels internal and external to JHF.
- Values collaboration, self-improvement and growth.
- Demonstrated ability to participate positively in a team.

Workplace Policies and Practices

All Jean Hailes employees and contractors are required to familiarise themselves with the organisation’s policies and procedures and to abide by them at all times.

It is expected that at all times employees and contractors will:

- Be respectful towards the organisation, colleagues, consumers and stakeholders.
- Support the Jean Hailes vision and strategy and demonstrate the values of Jean Hailes.