Queenslanders with Disability Network Ltd (QDN)

POSITION DESCRIPTION

POSITION TITLE: Finance and Corporate Services Manager

CLASSIFICATION: *Social, Community, Home Care and Disability Services Industry Award 2010* – Social and Community Services Employee, Level 6 - 7

HOURS: Up to 38 hours per week (2 year contract with possibility of extension)

TOTAL

REMUNERATION $94,749.20 to $100,262.24 per year (pro rata where applicable), plus

RANGE: 10.0% Superannuation, with available salary sacrifice option

LOCATION: Brisbane

About Queenslanders with Disability Network Ltd (QDN)

QDN is a member based representative body of over 2,000 people with a disability and their supporters. Our vision is that people with disability are active and valued citizens of Queensland. Our mission is to empower people with disability to be fully included as citizens in the social and economic life of the community.

QDN’s work is centred around a strong state-wide network of people with disability across Queensland, to inform, connect, lead and influence change to deliver an inclusive Queensland community.

QDN exists to:

* promote and maintain active, vibrant networks that inform our work
* let people know about the lives of people with disability and how to best talk with us
* influence governments and others to bring about full and equal participation and citizenship, and
* grow an independently sustainable, effective and accountable organisation that reflects our values, vision and mission.

PURPOSE

The *Finance and Corporate Services Manager* position, is part of the Senior Leadership team, responsible for leading the corporate services function of QDN, including:

* oversight of all financial, payroll, administration, facilities management, quality, governance, ICT and HR related aspects of the organisation
* driving efficiency in operations and managing the corporate services team and their allocation to other service lines (including governance/secretariat for the Board)
* leading budget development with the QDN management team

KEY RELATIONSHIPS AND REPORTING STRUCTURES

The Finance and Corporate Services Manager reports directly to the CEO and has line-management responsibilities and clear delegations to make decisions within their work stream.

This position leads a team where interdependencies and collaboration with the CEO, management team, staff, members and stakeholders is critical to the successful delivery of QDN’s projects, services and activities.

POSITION SCOPE

The appointee has responsibility for the operational leadership of corporate functions including team resources, systems and processes. This is a new role for QDN and will embed the new corporate structure of the organisation.

The appointee will work within the requirements of relevant legislation including the Queensland Human Rights Act, and QDN Quality System and demonstrate commitment to continuous improvement and contribute to internal and external auditing processes as required under ISO9000.

KEY RESONSIBILITIES AND ACCOUNTABILITIES

The appointee will fulfil the accountabilities of this role in accordance with human rights principles and QDN’s ethics, principles and values as reflected in the organisation’s strategic plan 2020-23. The Finance and Corporate Services Manager will:

1. be accountable for the finance function, including oversight of the accounting system, management of the budgeting process, reporting, delegations and the financial flow of information within the business

2. be accountable for all corporate services functions including governance, IT, Human Resources, quality and administrative support

3. be accountable for QDN’s Information Technology systems and platforms to ensure they are fit for purpose

4. coach and mentor the finance and corporate services team to develop their expertise and hone their focus on supporting the organisation to achieve optimal outcomes across member support, projects and operations

5. work with the CEO, QDN Management Team and Board of Directors on financial processes, budgets and expenditure, ensuring sound financial governance

6. manage the continuous improvement processes for the organisation’s operational processes including identification of opportunities for the automation of systems and processes to improve productivity

7. develop and refine plans, policies and procedures for operational (including finance, IT, human resources) needs to ensure the outputs are ‘right sized’ for current operations and future growth

8. ensure QDN’s quality system is implemented, reviewed and maintained in accordance with ISO standards

9. manage the organisational approach and implementation of QDN’s paper and electronic records and documents in accordance with the organisation’s procedures and ensure compliance with all relevant national and state legislation

10. coordinate organisational governance, including supporting the Company Secretary, by working with the Board of Directors to record, coordinate and distribute papers and submissions for full Board and Board sub-committee meetings

11. validate that governance aligns with QDN’s legal responsibilities as a Company Limited by Guarantee, and contractual obligations with QDN’s diverse funding entities

12. prepare Board submissions and reports in relation to any financial, IT, human resources, quality, or governance matters (as agreed with the CEO)

13. manage QDN’s compliance with relevant State and Commonwealth legislation and frameworks including QDN’s Quality Management System, NDIS Quality and Safeguards and Queensland Human Rights Act, and

14. undertake other duties as directed by the CEO.

ESSENTIAL KNOWLEDGE, SKILLS AND ATTRIBUTES

The essential knowledge, skills, and attributes of the appointee include:

* Appropriate qualifications in Accounting or Business with CPA / CA accreditation and membership highly regarded
* At least 5 years’ experience in a CFO and / or Corporate Services Manager role, with experience in NFP funding and / or divisional accounting in a complex program budget environment highly regarded
* Demonstrated aptitude for innovation in identifying, developing and implementing business support systems
* High-level interpersonal skills, with the ability to build positive relationships with all stakeholders
* Strong leadership skills, with a proven ability to bring out the best in people
* Appreciation of the working philosophies and values that exist within a non-profit context

Selection Criteria

1. Expertise in the management of an end-to-end financial function including preparation of organisational level budgets, monthly management and Board reports (including preparation of cash management forecasts).
2. Demonstrated experience in leading a corporate and operational function (including but not limited to Human Resources, Information and Communications Technology, general administration office duties).
3. Demonstrated high level communication, interpersonal and negotiation skills and high standard of written reporting and data analysis.
4. Effective team leader demonstrating flexibility, change management, people skills and strong organisational skills.
5. Demonstrated leadership of people and projects and capacity to lead in a complex and changing environment, and ability to manage a range of activities with competing demands within limited timeframes.

SALARY

The position is for a 2 year fixed term with a possibility of extension. It is based in Brisbane.

QDN operates under the *Social, Community, Home Care and Disability Services Industry Award 2010* and the position is paid as a Social and Community Services Employee, Level 6 -7 for a work week of up to 38 hours.

The total remuneration is $94,749.20 to $100,262.24p.a. (pro rata where applicable), plus 10.0% superannuation – the actual pay point will depend on the successful applicant’s experience and qualifications. Salary Packag­ing is available.

PRE-EMPLOYMENT SCREENING

The appointee must have the ability to gain a cleared National Police History Check and possess a current Queensland Driver’s Licence.

The appointee must ensure that they hold and keep current the required registration to perform in the role (e.g. yellow or blue card, AHPRA if applicable, driver’s licence) and advise QDN of any change in circumstances that may impact on the continuation of their registration or licence.

PERFORMANCE APPRAISAL PROCESS

A probation period of six months applies. The Chief Executive Officer will provide performance feedback at three months, as part of the process of probationary review. Performance appraisal will apply as per QDN Quality Management System.

APPLICATION INSTRUCTIONS

To apply for the position of Finance and Corporate Services Manager, you will need to submit:

1. A cover letter
2. A short statement of no more than three pages which addresses each of the five selection criteria
3. Your current Curriculum Vitae or resume
4. The names and contact details of two referees who have a thorough knowledge of your work performance. These will be contacted only following your expressed permission.

Applications must be submitted by **9:00am on Monday, 27 September 2021**, by email to applications@qdn.org.au with the subject line **Application: Finance and Corporate Services Manager position via Ethical Jobs/SEEK/QCOSS.**

For more information

Please refer to our website [www.qdn.org.au](http://www.qdn.org.au) for an overview of the services QDN provides.

If you would like to have a confidential discussion, please contact QDN’s CEO, Paige Armstrong, on 07 3252 8566, 0408 720 099 or applications@qdn.org.au.