

## Job Description

<b>Position:</b>	Finance Officer
<b>Employment Status</b>	Part time
<b>Classification:</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Responsible to:</b>	Chief Executive Officer
<b>Responsible for:</b>	MHCC finances and financial compliance

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### About MHCC

The Mental Health Coordinating Council (MHCC) is the peak body for non-government mental health community-managed organisations (CMOs) across New South Wales (NSW). MHCC has over 100 voting member organisations which provide a diversity of psychosocial and clinical services. MHCC advocates recovery oriented and trauma informed practice and works closely with its members and other stakeholders to build capacity and improve mental health service delivery to people with lived experience of mental health conditions, their families and carers in NSW.

MHCC takes a leadership role in advocating the vital importance of the mental health community managed sector. We participate extensively in policy reform and work in partnership with State and Commonwealth Governments to build cross-sectoral collaboration and understanding.

We initiate, manage and conduct research and sector development projects on behalf of and in partnership with the sector and build capacity through partnerships, collaboration and workforce development.

MHCC is a Registered Training Organisation (RTO) providing accredited and non-accredited courses and professional development to community sector workers and other stakeholders.

### MHCC's Vision

*People with lived experience are the drivers of positive change in all mental health services and mental health reform*

### MHCC's Purpose

*To build the capacity and ability of community organisations to support people on their recovery journey*

### MHCC's Underlying Principles

- Good mental health is about the whole person: their psychological, physical, emotional and spiritual needs
- Service user input is central to the promotion of mental health and the delivery and management of services
- Communities need to provide a diversity of mental health services designed to meet local needs

- An across-government and sector approach to mental health promotion and service delivery is required
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### **About the Role**

The primary function of the Finance Officer is to manage the finances and other financial compliance requirements of MHCC. The position is required to prepare budgets, forecasts and reports for internal use and external requirements in conjunction with other relevant staff.

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### **Key Accountabilities**

#### **Financial Operational Responsibilities**

- Contribute to the review and development of the policies, procedures and documentation necessary and relevant to the financial operational management of MHCC.
- Actively engage with the business viability and objectives of MHCC.
- Provide ongoing financial advice and support to MHCC management
- Prepare monthly accounts (MYOB Accountright Live)
- Conduct monthly reconciliations on all accounts
- Oversee administration processing of accounts payable and receivable
- Manage MHCCs accounts to ensure debtors over 90 days are kept to a minimum
- Liaise with Auditor for annual statutory audit requirements
- Ensure MHCC meets all its tax, superannuation, insurance and other financial compliance obligations
- Work with the CEO to ensure all end of financial year activities are completed and lodged in a timely and accurate manner
- Prepare and lodge grant acquittals in line with funding agreements
- Prepare and review Annual Budget
- Provide the CEO with regular and up to date financial advice on the status of various program budgets.
- Prepare and review forecasting to assist in financial sustainability of projects and organisational areas
- Assist staff in the preparation and monitoring of project/program specific budgets and provide information as requested
- Assist in identifying risks, opportunities and potential solutions in conjunction with relevant staff
- Effectively manage MHCC assets through an accurate asset register with all supporting documentation.
- Liaise with insurers as and when necessary for lodgement of claims.
- Contribute as required to submissions, tenders and other plans and reports.
- Maintain an up to date knowledge of relevant legislation and advise the CEO of changes that may have potential implications to the organisation.
- Provide training as required on financial reporting and systems.
- Identify areas for improvement in financial processes and implement as required
- Perform other financial duties as directed by the CEO

#### **Reporting Responsibilities**

- Prepare bi-monthly Board Financial Reports

- Report to the MHCC Board Finance and Audit Sub Committee and the MHCC Board Learning and Development Sub Committee as required
- Liaise with MHCC Treasurer as required
- Provide financial information to staff, consultants, contractors and funding bodies as requested.
- Prepare and lodge business activity statements (BAS)
- Ensure the annual audit is completed and lodged within the specified timeframe
- Lodge annual report to the Department of Fair Trading and ACNC
- Be familiar with and report any changes required by Fair Trading and ACNC within required timeframes

### **Payroll Responsibilities**

Payroll duties including but not limited to:

- Fortnightly payroll preparation
- PAYG reconciliation and lodgement
- Superannuation reconciliation and lodgement
- Annual PAYG Summary reconciliation and preparation
- FBT preparation and lodgement
- Liaise with external Salary Packaging provider/company
- Provide documents to support Workers Compensation claims as requested

### **General responsibilities**

- Actively engage with other team members in continuous improvement of MHCC
- Undertake professional development to ensure competencies remain current with industry standards
- Attend/ participate in relevant meetings and industry forums as required
- Maintain awareness and knowledge of contemporary operational theory and methods and provide suitable interpretation to the CEO, Board and staff within the organisation.
- Understand the aims and objectives of MHCC
- Promote the profile of MHCC in a positive light at all times to the sector and other relevant parties
- Provide comprehensive reports to the CEO as requested.
- Provide regular reports to the Board via the CEO on a regular basis
- Abide by the MHCC Policy and Procedures Manual at all times and workplace/ legislative requirements
- Abide by the MHCC Code of Conduct Agreement
- Ensure the practice of Workplace Health and Safety (WHS) Standards are maintained by self and others
- Ensure compliance with all Commonwealth & State legislative requirements governing the MHCC business activities (including but not limited to EEO, Anti-discrimination, WHS, VET)
- Attend/ participate in staff meetings as required
- Participate in an annual performance appraisal
- To seek formal supervision if required
- Work collaboratively as part of a team
- Use equipment provided in a professional manner
- Other duties as directed by the CEO or MHCC management

## Key Selection Criteria

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### Essential Criteria

- Qualifications in Accountancy or related discipline
- High level skills and experience in MYOB, Excel and Word
- Bookkeeping and financial management experience
- Demonstrated ability to analyse and manage multiple budgets, monitor resource usage and performance
- Demonstrated experience in supporting business plan development and monitoring
- Knowledge of compliance and financial obligations for not-for-profit organisations
- Payroll experience

### Desirable Criteria

- Knowledge and understanding of Australian tax law as it relates to small business and not-for-profit organisations including GST and FBT
- Experience working within a not-for-profit, particularly with government funding
- Experience in forecasting
- Experience in providing financial support in a Learning and Development/ Training field.