POSITION DETAILS

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| **Program / Unit:** | Housing | **Employment Status:** | Permanent Full-Time |
| **Location:** | Rockhampton | **Reports To:** | Housing Manager |
| **Classification:** | Level 5 - *Social, Community, Home Care and Disability Services Industry Award 2010* |

PURPOSE OF THE POSITION

The position will manage and oversee the housing finance function and plays a pivotal role in working with the Housing Manager and program Coordinators with regard to sound financial management practices, program viability and sustainability, in order to achieve optimal outcomes for tenants and the organisation.

POSITION RESPONSIBILITIES

| **Key Accountabilities** | **Key Activities** |
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| **Provide financial management support and advice to ensure program viability and sustainability** | * Responsibility to oversee and advise on the financial viability and sustainability of the Housing Program in order to ensure operation within the parameters of the funding/service agreement, AnglicareCQ polices and procedures and applicable legislation, in consultation with the Housing Manager and Housing Services Team.
* Collects pertinent financial data, establishes the facts, draws valid conclusions and initiates an appropriate course of action.
* Continuously updates and analyses operational financial statistics and conduct financial forecasts on a monthly, quarterly or annual basis.
* Works with Tenancy and Property Management teams to develop strategies which minimise expenditure and maximise revenue for the housing portfolio.
* Reviews and takes appropriate actions in terms of previous tenant debt management to achieve optimal recovery of income.
* Ensures that appropriate financial controls are in place to guarantee financial probity, keep accurate records and provide management and monitoring information.
* Undertake benchmarking of service delivery outputs in terms of quality and cost, and providing options for ensuring value for money.
* Actively participate in the preparation of the Financial Performance Report and other statistical information as part of the National Regulatory System for Community Housing.
* Supports and advises the Housing Services Leadership Team in relation to the financial inputs during specification, tender and/or proposal development.
* Assists the Housing Manager and program Coordinators to identify and progress initiatives relating to future investments and development of the housing portfolio.
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| **Provide financial information, record keeping and reporting services** | * Ensure that records and statistics are kept up to date and all accountability requirements of AnglicareCQ and sector requirements are met in a timely manner.
* Conduct regular audits to identify any financial management improvement activities and correct any anomalies found.
* Oversee, validate and prepare financial and statistical data to facilitate monthly, quarterly and annual program financial reporting, for use by internal and external stakeholders.
* Develop and maintain a system for recording and reporting on program viability activities.
* Ensure all duties are performed to high quality standards reflecting policy, procedure and practice standards.
* Ensure financial management policies and procedures reflect the rights and responsibilities of program staff and participants.
* Provide access to information in a manner which respects the privacy and dignity of program participants.
* Maintain current knowledge of relevant legislation, sector issues and standards.
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| **Contribute to learning and development culture** | * Participate in regular supervision with line manager.
* Provide regular supervision to Housing Finance staff identifying performance requirements, developmental needs and that relevant training opportunities are sought.
* Attend and participate in regional workshops and forums.
* Ensure ongoing professional development by attending and participating in training opportunities as identified within the performance development and review process.
* Induct and mentor new staff to understand the complexities of the program and its financial practices.
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| **Contribute to organisational and development and improvement** | * Works closely with colleagues as part of a team in providing a professional service to meet program and participant needs.
* Contribute to the development and implementation of flexible, responsive, cost effective and high quality financial management services for the Housing Services function.
* Manage, plan and negotiate the effective use of Housing Finance resources.
* Participate in the ongoing review of relevant policies and processes to enable continuous improvement of service delivery and to meet best practice, licensing and accreditation standards, through the Continuous Improvement Group/s.
* Ensure that current practices are compliant with sector standards.
* Train and mentor staff in the application of relevant program financial policies and procedures.
* Develop tools and maintain program statistical information for organisational use and future planning.
* Contribute to develop and maintain a healthy, creative and supportive working environment.
* Demonstrate high regard for workplace health and safety issues and the physical and emotional well-being of tenants, co-workers and all visitors of the workplace.
* Assist the team in the development and implementation of activities and events to profile the portfolio in the community and in the sector.
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SELECTION CRITERIA

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| **Mandatory Requirement/s:*** A relevant qualification in financial management/accounting (or related discipline) **and/or** an equivalent combination of education, training and a minimum of 4-years relevant experience.

**Selection Criteria:**1. Strong financial analysis capability (with a focus on community housing functions), including a commitment to producing consistently good financial results within the framework of program and achieving program growth.
2. Demonstrated ability to apply principles of logical thinking to define problems, collect pertinent data, establish the facts, draw valid conclusions and initiate an appropriate course of action.
3. A demonstrated knowledge of legislations, regulations and frameworks applicable to financial management, preferably within the community housing sector.
4. A high degree of drive, initiative, motivation and outcome orientation.
5. Effective written and verbal communication skills with the ability to build and maintain effective internal/ external relationships and to share specialist knowledge and technical skills within a team environment.
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OTHER REQUIREMENTS

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| * Must hold a current Queensland Open Driver’s licence or licence recognised by Australian laws
* Must have proof of current eligibility to work in Australia (visa holders)
* Successful completion of a six (6) month minimum employment period (probation) in accordance with AnglicareCQ’s policies and procedures
* Any employment ‘suitability checks’ (as required for the position).
* Ability to travel
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