

Position Description

Position Title:	Finance Manager	Classification:	SCHADS Level 7
Reports to:	Chief Executive Officer	Basis:	Ongoing, full or part-time negotiable
Direct reports:	Administration Officer	Date:	October 2023

1. Organisational Purpose

Common Equity Housing SA Ltd (Common Equity) is a Tier 2 community housing provider and developer of affordable housing, operating across 14 Local Government Areas (LGAs) in South Australia, managing more than 200 properties. Common Equity Housing is the umbrella body for housing co-operatives in South Australia, providing services to 11 Member Organisations (MOs).

Common Equity provides a unique offering as the only housing provider in South Australia that delivers co-operative housing. We partner with our member co-ops to have an effective, sustainable housing program of strong, intentional communities that empower people. The overarching framework for Common Equity's service provision is provided by the [International Principles of Co-operation](#) and these inform all operational and strategic decisions.

The core of the Common Equity model is to provide support services to housing co-ops run by member volunteers that enable levels of self-governance but also more time and energy to focus on building strong communities, social networks, and better health and wellbeing outcomes for their members.

In addition, Common Equity:

- directly manages community housing properties.
- provides housing and asset management services to our member organisations.
- assists member organisations with their governance, compliance, and regulatory obligations.
- supports member organisations with their future directions planning, policy development, and capacity building.
- advocates for the protection and growth of housing co-operatives and affordable housing.

2. Job Purpose

Provide management accounting, financial planning and analysis, treasury management, capital management, and financial services to Common Equity and member organisations (housing co-operatives).

Provide strategic advice to the Chief Executive and the Common Equity Housing Board around the management of debt, capital and assets to maximise financial outcomes while reducing risk.

Provide advice and support to Common Equity Housing's Member Organisations to ensure compliance with legislation and Common Equity Housing's contractual and regulatory obligations, and policies.

Act as co-Company Secretary.

As a member of the Common Equity Housing management team, provide leadership in relation to service delivery, innovation and planning, to meet organisational goals, improve organisational performance and promote a professional, high-functioning and collaborative culture.



Major Responsibility Areas

Major Activities (what the position is expected to do)	Key Result Areas (KRAs)
<p>1. Financial management and planning</p>	<ul style="list-style-type: none"> • Build and maintain robust, effective and efficient financial management systems and processes to ensure the long-term financial sustainability of Common Equity. This includes: • Developing and maintaining robust budgeting, forecasting and cash flow management processes that support decision-making • Providing financial advice on key strategic initiatives (e.g. through modelling for property development projects, growth opportunities, etc) • Assisting with sourcing appropriate financing options for development projects • Ensuring financial risks are identified, assessed, addressed and monitored, in line with the Board’s risk appetite • Providing appropriate financial reporting to the Board to facilitate their governance oversight
<p>2. Financial operations</p>	<ul style="list-style-type: none"> • Supervise and actively participate in day-to-day financial operations, including the timely processing of transactions, rent accounting, management of creditors and debtors, compliance with financial delegations and controls • Complete all payroll processes to ensure timely and accurate processing of payroll transactions • Ensure accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates • Preparation and filing of Superannuation, BAS, FBT and IAS statements and any other statutory compliance documents • Preparation of the annual Financial Statements for Common Equity and MOs in accordance with current/up-to-date accounting standards • Complete the annual audit, including providing information and resolving queries with our independent auditor
<p>3. Member Organisations (MOs)</p>	<ul style="list-style-type: none"> • Support Member Organisations with financial management, planning, and reporting • Provide training, support, and assistance to MO Treasurers in relation to finance matters • Coordinate the MO Treasurers Community of Practice
<p>4. Risk management, compliance and governance</p>	<ul style="list-style-type: none"> • Develop and maintain a risk management framework that ensures robust risk management is embedded within Common Equity, that potential consequences of all



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	<p>activities are understood and that timely, relevant and non-biased information informs decision-making. This includes:</p> <ul style="list-style-type: none"> • Implementing robust processes for the identification, analysis, assessment, treatment, monitoring and reporting of key risks • Leading the process for the review and articulation of the Board’s risk appetite • Ensuring staff and Board awareness and understanding of the risk management framework, including their roles and responsibilities for managing risk • Maintaining an up-to-date Business Continuity Plan and ensuring its ongoing effectiveness • Develop and maintain a compliance management framework that ensures Common Equity meets all its legal and regulatory obligations. This includes: <ul style="list-style-type: none"> • Implementing and maintaining processes for ensuring all relevant legal and regulator obligations are captured and understood (including obligations as a registered CHP) • Implementing robust processes to ensure compliance risks are identified, assessed, addressed and monitored, in line with the Board’s risk appetite • Monitoring, analysing and reporting on compliance incidents and breaches internally (e.g. to the Board) and externally (e.g. to regulators) as required • Responsibility for specific compliance requirements such as for NRSCH, ACNC, ATO, WH&S, Privacy and any other that may be identified from time to time • Develop and maintain robust governance structures that ensure the organisation is effectively managed. This includes: <ul style="list-style-type: none"> • Maintaining an effective framework for key policy development, review and implementation, ensuring policies are consistent and reflective of internal and external requirements • Overseeing the delegated authority framework • Supporting the Board and Board committees through efficient and effective meeting and reporting processes • Providing company secretary support to the Finance, Audit and Risk Management Committee (FARM)
<p>5. Strategy</p>	<ul style="list-style-type: none"> • For areas of responsibility, ensure the Board and leadership team are briefed on progress of strategy execution and on specific matters/projects on a timely basis • As part of the planning process, ensure appropriate consideration and mitigation of resourcing needs and other execution risks



Major Activities (what the position is expected to do)	Key Result Areas (KRAs)
	<ul style="list-style-type: none"> • Lead key strategic projects/initiatives in areas of responsibility • Monitor the execution of the strategy at team level and, with the leadership team, at the company level
<p>6. Information and communications technology</p>	<ul style="list-style-type: none"> • Ensure that our ICT infrastructure supports efficient operations & protects our operations from cybersecurity threats. This includes: <ul style="list-style-type: none"> • Developing and implementing a clear ICT strategy • Ensuring ICT and cyber security risks are identified, assessed, addressed and monitored, in line with the Board’s risk appetite • Ensure that the organisation has appropriate data to support efficiency and informed decision-making. This includes: <ul style="list-style-type: none"> • Developing and maintaining appropriate frameworks and processes relating to data collection, organising and protection • Assisting in providing data and insights for key organisational initiatives or priorities, including for Board reporting and for social impact measurement
<p>7. Facilities management and business support</p>	<ul style="list-style-type: none"> • Manage Common Equity’s office and facilities, including leases, contracts, renewals, replacements and repairs • Manage the relationship with the landlord, their agent and other tenants • Ensure that the office environment is well maintained and functioning at all times, with appropriate office supplies and equipment
<p>8. People and culture</p>	<ul style="list-style-type: none"> • Lead an engaged and effective team that emphasises collaboration, openness and respect of different perspectives • Empower team members to do their best work by supporting their professional development and personal well-being • Promote and demonstrate the company’s values • Build and maintain strong, trusted and supportive relationships with colleagues, co-operatives and other identified key stakeholders
<p>9. Other duties</p>	<ul style="list-style-type: none"> • As directed, undertake other duties which are incidental and peripheral to the main tasks, provided that such duties are reasonably within the requirements and responsibilities of the position. The allocation of other duties is in consultation with the employee. • Actively participate in professional development and the life, development, and growth of Common Equity. • Intrastate and interstate travel may be required.

3. Behavioural Expectations

Accountabilities	Tasks
Communication	<ul style="list-style-type: none"> • Gather relevant information through effective questioning • Express information and ideas appropriately • Read/review relevant documents prior to meetings • Participate at meetings, committees
Integrity	<ul style="list-style-type: none"> • Understand the implications of one's actions • Act in a manner consistent with Common Equity values, service delivery principles, relevant policies, codes, guidelines and legislation • Act in an ethical manner at all times • Contribute to a workplace free from harassment
Organisational awareness	<ul style="list-style-type: none"> • Be aware of the organisation's goals and objectives • Contribute positively to the attainment of goals and objectives • Work within organisational policies at all times
Process improvement	<ul style="list-style-type: none"> • Continuously look for ways to improve efficiency • Work continually to improve own performance
Self-development	<ul style="list-style-type: none"> • Understand own development needs and recognise and create opportunities to improve performance
Teamwork / collaboration	<ul style="list-style-type: none"> • Work effectively with others to achieve mutual aims and to identify and resolve problems
Work Health and Safety	<ul style="list-style-type: none"> • Understand responsibilities under WH&S legislation • Identify actual/potential workplace hazards and take corrective action or report to CEO
People focused	<ul style="list-style-type: none"> • Set high standards of performance for self and others in meeting the needs customers.
Customer experience and partnerships	<ul style="list-style-type: none"> • Work to improve access and housing outcomes • Contribute to providing a quality housing experience • Inform and involve partners • Develop effective relationships with relevant stakeholders

4. Key Selection Criteria

Qualifications or equivalent industry knowledge	<ul style="list-style-type: none"> • Professional accounting qualification (CPA/CA) and/or a relevant tertiary-level qualification and strong commercial acumen • At least three years' experience in a similar role
Knowledge	<ul style="list-style-type: none"> • A demonstrated understanding of contemporary corporate governance and risk management frameworks
Experience	<ul style="list-style-type: none"> • Proven experience in budgeting, forecasting and analysis of financial performance • Proven experience with EOM and EOFY Procedures • Experience in End-to-End payroll processing • Strong administration experience • Experience of working as part of a team • Experience operating in a business to business environment



Skills	<ul style="list-style-type: none">• Executive-level reporting skills, including the ability to analyse complex data and deliver information to a broad range of internal and external stakeholders.• A proven ability to lead and develop high-performing work teams• Strong communication, stakeholder management, and relationship-building skills• Ability to initiate, manage and complete multiple projects and activities to agreed parameters• Strong information technology skills including Microsoft Excel, Word, Outlook, PowerBI, Xero, Chintaro, and other programs• Strong analytical and problem-solving ability
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5. Relationships

- CEO, Board and Committees, Operations Manager, Administration Officer
- All other Common Equity employees
- Member Organisations and their representatives
- Member Organisation and Common Equity tenants
- SA Housing Authority, Office of Housing Regulation, Auditors, CHIASA and ACHA
- Support services, suppliers and other agencies