**POSITION OUTCOME STATEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **POSITION TITLE:** | Finance Project Manager  | **HOURS/WORK PATTERN:** | Full time, or as negotiated |
| **WORK STREAM:** | Corporate | **POSITION STATUS:** | Contracted Fixed Term until 30th June 2024 |
| **ROLE DESCRIPTION:** | Finance Project Manager | **LOCATION:** | Wheatbelt NRM, Northam. |
| **REPORTS TO:** | Corporate Services Manager | **Date of Last Review:** | **5 May 2023** |

|  |
| --- |
| **POSITION OVERVIEW***State the overall purpose of the role* |
| Cordinates and implements the delivery of financial and business systems for Wheatbelt NRM. This includes the management, administration and compliance requirements of the organisations business support contracts and process for accounting, budgeting, and auditing. |
| **TECHNICAL/SPECIALIST SKILLS** |
| A relevant tertiary qualification or significant knowledge and experience in a diverse range of business management activities including accounting, budgeting, and monitoring expenditure. |
| **STAFF RESPONSIBILITY***Enter the numbers of staff with position titles that the employee will have responsibility for* |
| **Direct:** Nil | **Indirect:** No Line Management responsibility. May coordinate other team members to complete project activity as directed by the Corporate Services Manager |
| **BUDGET AUTHORITY***Any budgetary responsibilities with amounts and level of authority* |
| **Amount:** Responsible for designated project budget in line with the Delegations Policy. | **Level of Authority:** ModerateManaging project expenditure in line with approved budget. |
| **SUPERVISION REQUIRED** *Please select the relevant section* |
| **1. Close Supervision –** where the post holder performs a variety of assigned tasks according to procedures/processes and work is checked regularly. |  | **3. General Supervision –** where the post holder develops procedures for performance of a variety of duties; or performs complex duties within established policy/procedural guidelines. |  |
| **2. Supervision –** where the post holder performs a variety of routine tasks within established procedures/processes or by referral to a manager. |  | **4. Direction –** where the post holder establishes the procedures for achieving goals and objectives in a broad area of work. Only the final results of work done would be typically reviewed. | **X** |
| **KEY RESULTS AREAS**The following are the Key Result Areas for this position, carried out under the supervision the Corporate Services Manager in an accurate, timely and professional manner.These Key Result Areas and their outcomes will form the basis of the annual performance and development reviews: |
| **KEY RESULTS AREAS** | **OUTCOMES** |
| **Corporate services Facilitation & Leadership**Leads, manages and coordinates the delivery of strategic outcomes relating to finance, reporting and HR services of the organisation | * Prepares and manages the budget, and reporting requirements in compliance with State and Commonwealth and Wheatbelt NRM Board requirements.
* Maintains financial filing systems
* Supports Program Managers in financial management of budgets and acquittals
* Produces monthly and quarterly reports to Senior Management and Board
* Oversees Accounts Receivable, Accounts Payable and Credit Card acquittals
* Oversees the processing of Fortnightly payroll
 |
| **Business Planning and Development**Leads manages and coordinates Business development opportunities for corporate services, including new funding opportunities and commercial arrangements | * Provides assistance to Business Development team in budgeting and strategic financial planning
 |
| **Information and Knowledge Management**Develops and manages processes to ensure knowledge is managed for organisational community benefit. | * Retrieves information from finance databases
* Facilitates the development of new and or improved finance and accounting procedures and processes
* Uses technology and improves records and knowledge management
* Undertakes analysis of performance against targets for financial data, identifies trends, and makes recommendations
* Monitors trends in emerging business systems and best practice
 |
| **Governance**Develops and leads strategic initiatives contributing to the Wheatbelt NRM Strategic PlanEnsures corporate services is efficient and effective in delivering organisational outcomes | * Manages finance systems, procedures and processes and ensures compliance with the Constitution, legislation, policy and contractual requirements
* Liaise with the ATO and State Revenue Office when required to implement new strategies and to ensure compliance with legislation
* Ensures that the accounting and business process are in accordance with the Organisation’s Corporate Governance Framework
* Ensure strong internal controls and ensure accounting complies with legislative requirements with liaison through external provider
* Role as the Executive Officer for the Wheatbelt NRM finance committee by producing Finance report and supporting notes, taking minutes at meetings, creating agenda and actioning items
 |
| **Personal Integrity Advocacy Equity and Ethical behaviour**Demonstrates leadership and management of behaviour in the Sustainable Communities Program that deliver fair and ethical outcomes | * Applies and promotes the principles of equity, diversity, occupational safety and health in the workplace
* Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies
* Operates with discretion when dealing with sensitive information belonging to the organisation, employees, and other Wheatbelt NRM personnel
 |
|  |  |
| **SPECIAL CONDITIONS & OTHER DUTIES** |
| This Position Outcome Statement is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the Role Holder may be required to undertake additional duties relevant to their role, experience, and seniority, as required by the Chief Executive Officer to meet the needs of Wheatbelt NRM. |
| **ACKNOWLEDGEMENT** |
| I acknowledge that I have read and understood the key result areas described in this Position Outcome Statement and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that, at times, I may be required to undertake other duties relevant to this position that are not listed in this statement. I have received a copy of this Position Outcome Statement. |
| **Employee Name:** |  |
| **Signature:** |  | **Date:** |  |
| **Manager Name:** |  |
| **Signature:** |  | **Date:** |  |