

## Position Description

### Finance Manager

**Employment type:** Full time, commencing as soon as possible, contract role to 31 Dec 2025 with a possibility of extension aligned to funding

**Reports to:** Chief Executive Officer

**Position location:** Hybrid working - Head Office (Fitzroy)/ Working from home

### About the organisation

Russian Ethnic Representative Council of Victoria (RERC/ Russian Aged Care) is a charity and the leading community organisation founded in 1984 to represent interests of Russian speaking people living in Victoria. RERC provides a range of community services funded by state and federal governments to support elders, people with disabilities, and disadvantaged people with CALD background. Our current programs include Home Care Packages program, Commonwealth Home Support Program, Aged Care Volunteer Visitors Scheme, and various community awareness programs. RERC also acts as an umbrella for a range of community organisations to provide a platform for various cultural initiatives and community events.

### Role Purpose

The Finance Manager will demonstrate their financial leadership, initiative and business savvy approach to manage financial dealings of the organisation and ensure that RERC and its stakeholders are receiving relevant, timely and accurate financial information. The role is responsible for the overall finance functions of the organisation, including financial and management reporting, audit, budgeting and forecasting, accounts payable and receivable, period end processes, payroll, funds management and acquittals. The position will maintain robust internal controls, drive compliance with statutory requirements and company policies, and manage accounts ensuring review and processing of transactions and reconciliations in accordance with relevant accounting standards.

### Qualifications and Experience

#### Essential

- CA or CPA qualified accountant or currently undertaking studies towards qualification
- Min 5-years' demonstrated experience in financial reporting and financial control backed up by exceptional analytical and numerical skills
- Previous exposure to a full range of accounting functions and responsibilities, with a thorough understanding of financial governance practices and accounting standards
- First-hand experience in budgeting and financial analysis
- Familiar with in-home care sector (HCP and CHSP financial arrangements)
- Experience in managing staff and team workload

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#### Organisation

RERC Inc.  
ABN: 91 549 424 794

#### Head Office

118 Greeves Street,  
Fitzroy VIC 3065

#### Contacts

Tel: 9415 6899  
Fax: 9415 9866

Web: [www.rerc.org.au](http://www.rerc.org.au)  
Email: [mail@rerc.org.au](mailto:mail@rerc.org.au)

## **Desirable**

- Experience in the not-for-profit/ is desirable but not essential
- Fluent Russian would be an advantage but not essential

## **Skills, Attributes and Knowledge**

### **Essential**

- Sound knowledge of accounting principles and standards, statutory requirements and latest practices and systems supporting statutory reporting.
- Highly service orientated, with a strong customer service and support focus.
- Proven ability to manage competing demands, solve problems and make appropriate decisions in relation to the dimensions of the position to meet deadlines and respond professionally to changing environment, peak periods and unexpected situations.
- High level of accuracy and attention to detail.
- Well-developed ability to synthesise and integrate information; sound analytical skills and conceptual thinking to interpret and comprehend financial and non-financial data.
- An excellent communicator, with adaptive verbal and written skills, and able to influence internal and external stakeholders
- Ability to apply appropriate discretion and maintain confidentiality in dealing with sensitive or confidential information.
- Working knowledge of contracts, asset management and insurance.
- Ability to develop and maintain productive and supportive team environment
- Advanced skills in Excel and proficient across a range of MS Office suite applications and relevant reporting systems and tools
- Developed ability to understand technology and work with a range of accounting systems and adapt quickly to new systems and processes.

### **Desirable**

- Good working knowledge of MYOB is desirable, previous exposure to Calxa and Easy Employer would be an advantage
- Ability and willingness to participate in or independently undertake projects in Finance area and drive change to improve efficiency
- Ability to train and mentor others and transfer skills and knowledge effectively

## **Key Accountabilities**

### Financial Accounting and Payroll

- Manage RERC financial accounts and general ledger systems to ensure the maintenance of common information base
- Ensure that the system of internal controls is operating in accordance with the organisation's policies and procedures and is being adhered to within Finance and within the rest of the organisation

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- Identify any shortcomings in the organisation's internal controls, prepare compliance reports and propose changes and improvement strategies as required
- Ensure that finance systems are up to date, efficient and capable of meeting the processing and information output needs and audit requirements, identify improvement strategies in processes, systems and procedures to maximise efficiency
- Prepare annual accounts and relevant documentation for external audit, liaise with auditors as required
- Prepare and lodge BAS statements, Portable LSL returns, FBT returns, as well as PAYG, superannuation and other relevant payments on a timely basis
- Establish and manage company card and expense claim processes that focus on timely reconciliations and best practice expense substantiation
- Develop, update and maintain financial policies & procedures; ensure that all financial practices align with Australian Accounting Standards, funding agreements and relevant laws, standards, regulations and guidelines.
- Ensure all staff are advised of financial policy contents and amendments.
- Manage the workload and outputs of the finance team including but not limited to:
  - Creditor payments within trading terms.
  - Production and distribution of invoices for services provided, management of debtors within acceptable trading terms and work with debtors to reduce outstanding debts.
  - Month end closure process, general ledger and bank reconciliations on a monthly basis ensuring that all accounts are reconciled.
  - Overseeing financial transactions ensuring all staff work within their financial delegations.
  - Maintaining accurate information required for financial transactions including supplier and customer details, payment authorities etc.
  - Payroll services including timely payrun preparation and processing, maintenance of employee payroll database, entitlements and fringe benefits, preparation of payroll reports.
  - Monitoring long service leave, annual leave and personal leave liabilities and reporting excessive balances to the CEO monthly.
  - Managing, supporting, and developing finance staff and ensuring they are appropriately trained to facilitate a well-controlled financial environment.
- Ensure assets are appropriately valued, maintain and manage fixed asset register, review and adjust depreciation schedules
- Maintain and improve banking relationships
- Invest funds in accordance with CEO direction and relevant policies

#### Budgeting, Forecasting and Funding Management

- Contribute to preparation of annual budget, support mid-year budget review process
- Produce and distribute monthly, quarterly, annual and ad-hoc management reports, investigate variances, report on trends and areas of concern
- Support budget holders in their management of financial performance of individual program units,
- Conduct historical cost analysis, maintain a model for cost allocation
- Identify strategies to optimise costs and improve financial performance
- Prepare grant acquittals as required

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- Provide support, including financial analysis and cost proposal input, for tenders and funding submissions

#### Risk Management

- Monitor for irregularities and risk, and provide timely advice to the CEO on matters of concern that could adversely impact the organisation
- Manage the annual general insurance and workers compensation review and policy renewal process, consult with other functions where required, liaise with insurance brokers
- Maintain historical and current records of insurance certificates and schedules and provide them to stakeholders on request from other functions

#### Other responsibilities

- Facilitate and support change related to finance systems, processes and policies
- Manage delegated projects or project activities for Finance function
- Participate in staff induction process where required
- Carry out other duties related to Finance function as directed by the CEO

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