



# MALLEE SEXUAL ASSAULT UNIT INC. MALLEE DOMESTIC VIOLENCE SERVICES POSITION DESCRIPTION

**TITLE: FINANCIAL OPERATIONS MANAGER-CORPORATE SERVICES**

**DATE: 18/03/2019**

**AWARD:** Remuneration Package to be negotiated  
**REPORTS TO:** Chief Executive Officer (CEO)  
**POSITION TYPE:** Full Time (1.0 EFT)  
**QUALIFICATIONS:** Tertiary qualification in accounting or financial management, Registered CPA  
**LOCATION:** Mallee Sexual Assault Unit Inc. Mallee Domestic Violence Services

Mallee Sexual Assault Unit Inc. Mallee Domestic Violence Services is committed to ensuring that the value of diversity is upheld in everything that we do for our employees, clients and visitors that help us to achieve our mission. We respect the individuality of our employees, clients and visitors. Our organisation is currently working towards Rainbow Tick accreditation status.

## 1. **MISSION STATEMENT:**

To reduce the prevalence and impact of sexual assault and domestic violence in the Mallee through partnerships which raise community awareness and undertake preventative and early intervention strategies and provide specialist and coordinated care valued by survivors of sexual assault and domestic violence, meeting safety needs, and facilitating their empowerment, dignity and reintegration into communities of choice.

## 2. **OUR VISION:**

To be recognised as the national leader in the prevention of sexual assault and family violence and the provider of services of excellence to victims / survivors of crime.

## 3. **ORGANISATIONAL CONTEXT:**

The Mallee Sexual Assault Unit Inc. Mallee Domestic Violence Services provides services to Victims /survivors and significant others of sexual assault and domestic / family violence. The components of the service consist of crisis care, counselling services, advocacy, community education, outreach support, information and referral services. The service is non-discriminatory, providing equity of access to all victims / survivors and significant others of sexual assault and domestic / family violence.

## 4. **INTEGRATION :**

Mallee Sexual Assault Unit Inc. (Mildura) is at the forefront of emerging practice and significant changes across the sector. We are co-located in the Multi-Disciplinary Centre (MDC) with Victoria Police, Sexual Offences and Child Abuse Investigation Team (SOCAT) and Department of Health and Human Services, Child Protection. In this specialised model partner organisations work to support adult and child victims from the point of first disclosure of sexual assault through to criminal prosecution. The MDC seeks to provide victims of sexual assault and child abuse safety, support and access to justice within an integrated, seamless and multi-disciplinary environment.

### Multi- Disciplinary Centre.

In Mildura a 24-hour Sexual Assault centre allows victims of a sexual assault to receive a consistent and comprehensive response to their needs by police, sexual assault workers / counsellors and if appropriate child protection practitioners.

The Sexual Assault Centre includes a specially trained police unit, the Sexual offences and Child Abuse Team (SOCAT), the Mallee Sexual Assault Unit (MSAU) a Child Protection Team (DHHS) and a Community Health Nurse.

SOCAT is staffed by detectives whose specific role is to investigate sex offences and child abuse and provide support to victims.

The Child Protection Team is staffed by specialist practitioners whose specific role is to investigate allegations of physical and / or sexual abuse against children. These investigations may be conducted jointly with SOCAT.

The MDC Women's Health Nurse will provide a comprehensive client centred health service to adults, young people, children and their family members (non – offending) who have experienced a recent or past sexual assault.

The Multi- Disciplinary Centre aims:

- To improve support for victims / survivors and families.
- To increase the reporting of sexual offences and reduce attrition of cases from the criminal justice system.
- To improve and integrate the investigation of sexual offences and child abuse.
- To improve the quality of evidence in sexual offences and child abuse cases.
- To improve the capability of agencies to respond collaboratively.

### Family Violence Solicitor

The Specialist Domestic Violence Unit solicitor co-located with Mallee Domestic Violence Services works to support victims of family violence by providing information, advice, legal education and casework court representation for family violence, family law and relevant legal matters.

Agency collaboration and integration of the services by information sharing, joint training and planning, shared space, staff group meetings, joint community education and training provides positive client experiences and outcomes.

## **5. PURPOSE:**

The Financial Operations Manager is responsible for the organisation's corporate and financial operations and has direct management responsibility for:

- Financial management and accountability;
- Budget planning and reporting;
- Assets management;
- Payroll;
- Statutory reporting.
- Annual external audits.

The Financial Operations Manager will manage the following staff:

- Payroll;
- Accounts;
- Administration;
- Reception;

## 6. RESPONSIBILITIES:

1. Lead the organisation's financial management and accountability systems
2. Lead the organisation's budget planning and monitoring systems.
3. Lead the organisation's asset management systems.
4. Lead the organisation's financial auditing systems.
5. Lead the organisation's payroll systems.
6. Lead the organisation's purchasing systems
7. Provide strategic advice to the CEO on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
8. Contribute to the development of the organisation's strategic objectives in relation to financial management and accountability.
9. Liaise with external auditors to ensure completion of all financial processes on a timely basis in order to meet annual reporting deadlines.

Other duties: The list above is not exhaustive. Occasionally staff may be required to undertake tasks outside of these regular duties to support colleagues and share team responsibilities for all aspects of service delivery.

## 7. CAPABILITIES

### Community & inter-agency relations

- **Networks and stakeholders** – create and sustains dynamic, strategic and productive relationships with key stakeholders.
- **Community** – advances agency objectives and champions important issues with key stakeholders.
- **Partnerships and collaboration** – negotiate and builds fruitful formal and informal partnerships to achieve strategic objectives and improve client outcomes.
- **Knowledge of community** – maintain a high level of awareness of sector and current issues that affect clients and staff.
- **Social justice** – demonstrate commitment to social justice and social inclusion and the development of a strong community sector.

### Professionalism

- **Time management** – design own approaches for excellent performance and structures time and tasks to achieve prioritized outcomes.
- **Ethics** – model organisational values and preferred behaviours and promotes Code of Conduct.
- **Taking responsibility** – accept responsibility for agency's positive and negative outcomes.
- **Problem solving** – see emerging problems for the organisation and takes proactive steps to ensure that risks are managed.
- **Initiative and enterprise** – envision new and innovative possibilities and actions those with significant organisational benefits.

### Communication

- **Advocacy** – express confident and cogent public messages when advocating and negotiating.
- **Written communication** – write succinct and lucid reports.
- **Verbal communication** – provide considered responses and clear messages to inspire trust and confidence in others.
- **Interpersonal skills** – motivate others through personal interactions and mentor development of emerging leaders.

### **Leadership & Teamwork**

- **United vision** – champion vision and mission and maintain a focus on the future development of the organisation..
- **Team dynamics** – engender agency synergy and a spirit of collaboration.
- **Conflict management** – operate in political environments and key networks and negotiate for positive outcomes.

### **Resources, assets and sustainability**

- **Revenue raising** – negotiate for resources with government, philanthropic agencies or other sources of revenue.
- **Financial management** – oversee organisational budget and key program budgets, review financial performance and ensure availability of adequate resources.
- **Procurement** – review major purchases and ensure value for money is achieved.
- **Equipment and assets** – build asset base to support service delivery.
- **Sustainability** – ensure financial and agency sustainability through a range of strategies including competitive and collaborative approaches.

### **Program Management & Policy Development**

- **Project Management**
- **Contract management** – negotiate and establish contracts and maintain relationships with key stakeholders.
- **Complaints handling and continuous improvement** – encourage continuous improvement and establishment of systems for feedback and review.

### **Governance & Compliance**

- **Quality** – establish and review quality systems and organisational standards.
- **Risk management** – establish and review risk management framework.
- **Occupational health & safety** – establish and review OH&S systems to address organisational requirements.
- **Legislation & compliance** – establish systems to ensure legislative and licensing compliance.

## **8. KEY SELECTION CRITERIA**

1. Tertiary qualification in accounting or finance.
2. Significant experience in management accounting
3. Current registration as a Certified Practicing Accountant (CPA) or Chartered Accountant (CA).
4. Strong analytical skills and experience in interpreting a strategic vision into an operational model.
5. A collaborative and flexible style with a strong service mindset.
6. Demonstrated experience of staff management.

## **9. OTHER RELEVANT INFORMATION**

### **Pre-Existing Injury**

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that may be affected by employment in this position.

## 10. **APPLICATIONS**

Applications **must** address the Key Selection Criteria and be forwarded by the due date, addressed to:

Chief Executive Officer  
MSAU/MDVS  
PO Box 1373  
MILDURA VIC 3502

The following information must be provided to the selection panel to assess your suitability for the position:

- Your current Curriculum Vitae or resume including the names and contact details of three referees who have a thorough knowledge of your work performance. These will be contacted only following your expressed permission.

