



A program of Advocacy & Rights Centre Ltd (trading as ARC Justice)  
ABN 23 082 541 240, 171 Hargreaves Street, Bendigo, 3550

**POSITION:** Corporate Services Manager

**REPORTS TO:** Executive Officer

**DIRECT REPORTS:** This position has three direct reports: Assistant Accountant, Bookkeeper/Administration Assistant and Executive Assistant/Administration Assistant

**SALARY:** Salary in the range of \$90,000 to \$100,000 per annum, dependant on skills and experience. Terms and conditions of employment are based on the Community Legal Centres Multi-Business Agreement. The benefits of tax-effective salary packaging (up to \$30,000 grossed-up per FBT Year) plus access to Accommodation and Meal Entertainment packaging. An additional 3 days ex gratia leave between Christmas and New Year's Day is also provided. Employer funded superannuation is paid in accordance with the Superannuation Guarantee (Administration) Act 1992, and is in addition to the gross salary offered. Relocation assistance may be offered for the right candidate.

**HOURS:** 38 hours per week (Full Time) 7.6 hours per day.

Flexible work arrangements are available. Overtime is not payable but flexi-time is available within ARC policy guidelines.

**LOCATION:** ARC Justice is located at 171 Hargreaves St, Bendigo. This position will also provide support and oversee financial management of the Goulburn Valley Community Legal Centre (a program of ARC Justice), which will require occasional travel to Shepparton at a minimum of a fortnightly basis. A vehicle is available for this purpose.

**COMMENCEMENT DATE:** February / March 2019

**HOW TO APPLY:** Applications need to include a covering letter, a resume and response to the key selection criteria (not exceeding two pages). Please note that applications that do not address the key selection criteria will not be considered for interview. Please address applications to Ms Hayley Mansfield, Executive Officer, ARC Justice and send via email to [recruitment@arcjustice.org.au](mailto:recruitment@arcjustice.org.au) Equal opportunity principals will be applied and people from diverse backgrounds are encouraged to apply.

Applications close at **9.00 am, Monday 21<sup>st</sup> January 2019**. All enquiries about the position can be directed to Hayley Mansfield on (03) 5445 0909 or via [recruitment@arcjustice.org.au](mailto:recruitment@arcjustice.org.au)

## OVERVIEW

ARC Justice is an independent, not-for-profit, human rights organisation that incorporates the Loddon Campaspe Community Legal Centre, the Goulburn Valley Community Legal Centre and Housing Justice.

Our programs deliver accessible legal services, tenancy advice and support to those in our community in the greatest need. We deliver community education and advocate for systemic change that enhances the rights of rural and regional Victorians. We recognise that housing and legal issues do not occur in isolation and we work with local partners to ensure a whole-of-person approach to our work.

### *Vision*

An inclusive community built on a foundation of human rights and equality before the law.

### *Purpose*

We promote equality before the law for people in rural and regional Victoria by: providing legal, advocacy and support services; elevating justice as an issue in public discourse; and advocating for systemic change that upholds human rights.

### *Principles that underpin our work*

- **Community:** We serve, build capacity and are accountable to the community to which we belong.
- **Learning:** We are inquisitive and receptive to new ideas, use evidence-based practice and share our knowledge to achieve the greatest impact for our communities. We learn from both our successes and mistakes.
- **Partnership:** We believe partnership and collaboration with individuals, communities and organisations is the only way to create meaningful and sustainable change.
- **People:** We are committed to ethical and sustainable practice that values our people in achieving our purpose.
- **Recognition of First Peoples:** We celebrate the strength, culture and contribution of our First Peoples. We recognise the systemic injustices brought against them, and work in partnership with local Aboriginal communities to bring justice.
- **Respect:** In all of our work, we show respect. We value diversity and acknowledge differences, knowing these strengthen our community.

## POSITION OBJECTIVE

The Corporate Services Manager has responsibility for the effective and efficient management of all aspects of ARC Justice's finances, human resources and facilities management. The work of the Corporate Services team critically underpins our ability to deliver services and create impact in the community. Key outcomes for this role include:

- Ensure that ARC Justice meets all financial, legal, governance and legislative requirements in relation to finance management
- Effective management of the organisation's cash flow, budget and balance sheet, in accordance with instructions from the Executive Officer and Board of Directors. This includes the provision of high-quality financial management information and reports as required
- Provide strategic advice to the leadership team to inform decision making and resource allocation to ensure efficient and effective utilisation of ARC's resources
- Evaluate and manage the organisation's human resource systems and processes. Recommend and develop improvements to drive a positive culture and increased capacity to meet our organisation's goals
- Ensure the effective management of ARC's assets and infrastructure, including buildings, equipment and vehicles, insurance and lease negotiations
- Ensure finance functions are informed by the objectives of our Strategic Plan and are delivered in accordance with our policies, vision and principles

## KEY RESPONSIBILITIES

Budget	<ul style="list-style-type: none"> <li>• Prepare monthly and annual budgets, noting risks, significant variations, issues for attention, preparing forecasts and recommendations for improved financial performance</li> <li>• Identify and promptly communicate cash flow matters or other areas of financial risk to the Executive Officer</li> <li>• Advise, assist and empower program managers in relation to budget matters and activities that impact on work areas and operational budgets</li> <li>• Ensure all income and expenditure is allocated and processed efficiently in accordance with our legal responsibility as a charity</li> <li>• Prepare financial analyses and proposals for change, initiatives and special projects</li> </ul>
Financial reporting	<ul style="list-style-type: none"> <li>• Prepare informative, internal financial reports, including monthly and end of financial year and annual reports for Executive Officer and Board of Directors as required</li> <li>• Prepare financial acquittals for funding agreements</li> <li>• Provide direction and assistance to program areas regarding information for reporting</li> <li>• Prepare annual statutory financial statements and lodge these with external bodies as required</li> <li>• Manage all taxation matters and liaise with external auditor</li> </ul>
Accounting systems and improvements	<ul style="list-style-type: none"> <li>• Ensure accounting systems and processes are up to date, maintained and delivering outcomes that enable the organisation to manage its finances, initiatives and organisational changes effectively</li> <li>• Design and develop integrated and accountable financial processes through evaluation, collaboration, staff and volunteer training and quality improvement</li> <li>• Ensure financial delegations are communicated and applied correctly</li> <li>• Ensure all accounts for payment are correctly authorised, journals processed, promptly paid and take into account discounts and GST</li> <li>• Where necessary, prepare authorising documentation for presentation to the EO, Chair, Treasurer or management</li> <li>• Ensure all payroll responsibilities, including the timely and accurate payment of wages, and communication regarding pay conditions, arrangements and regulatory requirements are met</li> </ul>
Human Resource Management	<ul style="list-style-type: none"> <li>• Develop programmes to enhance employee relations, offer employee support and retention</li> <li>• Implement initiatives to build a culture aligned with organisational values and principles</li> <li>• Come up with new ways to measure employee morale and determine methods for improving overall employee satisfaction</li> <li>• Oversee employee contracts and adherence to enterprise agreements</li> <li>• Act as liaison between the company and outside legal and professional resources to ensure that all employment policies follow current laws and regulations</li> </ul>
Asset and facilities management	<ul style="list-style-type: none"> <li>• Responsible for asset management, including appropriate controls to safeguard financial assets, property and leasing advice, vehicle fleet, insurance policy for all aspects of our operation and 'best value' purchasing arrangements</li> <li>• Manage Information, Communication and Technology (ICT), ensuring cost effective, effective and sustainable ICT capability across ARC Justice</li> </ul>
Organisational leadership	<ul style="list-style-type: none"> <li>• Work with the Leadership Team to contribute to the strategic direction of ARC Justice</li> <li>• Develop and maintain positive internal and external working relationships</li> <li>• Actively contribute and apply critical thinking to management team discussions to robustly test ideas and initiatives</li> <li>• Provide high-level strategic advice to the Executive Officer and Board of Directors to inform planning and decision making</li> </ul>

## KEY SELECTION CRITERIA

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### **Essential** (Skills, knowledge, experience)

1. Experienced and proactive leader with demonstrated excellence in senior management of finance, accounting, budgeting, controls, analysis and reporting within a community organisation
2. Extensive experience in leading annual budget development processes, forecasts and reporting against these
3. Experience in Human Resource Management at a leadership level
4. Experience in asset and contract management, including the areas of property and leasing advice, vehicle fleet, information and technology, insurance policy for all aspects of our operation and 'best value' purchasing arrangements
5. Excellent communication and interpersonal skills, with a demonstrated capacity to engage in the mentoring and supervision of staff and to foster a collaborative team environment
6. A commitment to our organisation's principles and working towards our vision of an inclusive community built on a foundation of human rights and equality before the law

### **Desirable** (Skills, knowledge, experience, qualification and/or training)

1. Advanced degree or equivalent preferred (CPA/MBA)

### **Prerequisites**

1. Bachelor Degree in Accounting
2. Unrestricted Victorian driver's license
3. Clear Police record check (concerning offences of dishonesty and personal safety)