

Position Description

Business Manager

Ethnic Communities' Council of Victoria Inc. (ECCV) is the voice of multicultural Victoria. It is a community based, member driven peak body for ethnic and multicultural organisations committed to empowering people from diverse multicultural backgrounds.

Our purpose is to help build a culturally diverse and cohesive society that is just, fair, and inclusive with specific reference to the needs and aspirations of Victorians from culturally and linguistically diverse backgrounds.

Our Values

- Integrity
- Empowerment
- Respect
- Social Cohesion
- Equality
- Innovation

Position Specification

Position: Business Manager

Reports to: Executive Officer

Hours: Full Time

Term: 3 years

Salary: Salary range in accordance with the Social, Community, Home Care and Disability Services Industry (SCHCDSI) Award 2010 subject to experience and qualifications

Position Statement

The Business Manager oversees the day-to-day financial management, corporate compliance frameworks and human resource systems of the ECCV. This includes the management of cost centre activity and financial reporting, supplier relationships and procurement, payroll, as well as business policies & procedures. The Business Manager is responsible for ensuring the ECCV plans for and invests in appropriate business infrastructure and commercial systems that allow it to support its professional team and to grow the impact of its work within multicultural communities. The position is required to develop and manage business systems that continually improve performance, efficiency and compliance.

Key Responsibilities

a) Finance

- Manage the ECCV's daily finance functions including general journals, accounts payable, accounts receivable and banking
- Produce timely and accurate budget reports, forecasts and financial statements for monthly and annual financial reporting periods, including for Board meetings and independent end of financial year audit
- Track cost centre expenditure across multiple funding sources and prepare financial reports to support contract acquittal
- Develop budgets to support tender and grant submissions
- Undertake financial analysis using relevant tools and metrics to support the Executive Officer and Board with strategic decision making around business priorities
- Manage all payroll and tax processes and payments within approved delegations
- Support the Executive Officer and Board to plan and monitor investment planning

b) Human Resources

- Maintain staff and volunteer records in line with ECCV human resource policies, procedures and legislative requirements
- Scope and implement an online HR system for monitoring and administering leave and other staff entitlements
- Manage organisational Occupational Health & Safety including policies, systems and processes and provide monthly reports on incident reporting/management for ECCV Board meetings
- Manage the staff learning and development budget and work with the Executive Officer and other business leaders to plan and resource relevant staff training
- Manage all Position Descriptions, ensuring they are reviewed and appropriately mapped to relevant industrial award classifications
- Manage a calendar of annual staff performance reviews
- Manage the recruitment process for all advertised positions

c) Business Systems

- Oversee the delivery of functions that support business operations including IT, administration and front of house reception
- Manage a register of assets that support business operations (e.g. facilities, equipment and vehicles) planning for staged upgrades in conjunction with the Executive Officer
- Oversee all records management, including the archiving of compliance related documents
- Manage supplier relationships and advise on procurement options
- Manage a contracts and risk register for ECCV as part of broader organisational governance
- Facilitate the preparation and lodgement of annual financial statements and reports with relevant authorities

d) Staff Supervision

- Manage ECCV staff, contractors and volunteers working in the Business team
- Develop annual staff plans for direct reports and review these through regular supervision and support meetings
- Provide feedback and advice to the Executive Officer on the development requirements of direct reports
- Oversee the work of relevant independent contractors and ensure that their output meets the quality standards of the business

Key Selection Criteria

- Demonstrated experience in managing the business functions of an organisation
- Experience in financial management and reporting, and in using MYOB accounting software for this purpose
- Experience in developing robust budgets and in providing high level financial advice to Executive leaders
- Experience in managing human resource functions including associated policies, processes and systems
- Excellent communication skills, including written and verbal, and demonstrated ability to apply these skills when engaging with internal and external stakeholders
- Ability to manage and support staff and contractors as part of an effective team

Qualifications & Experience

Tertiary qualification in finance, accounting, commerce, human resources or equivalent, with at least 5 years work experience in a related field. Experience in managing staff & leading a team.

Conditions

- All conditions are in line with the SCHCADS Award.
- A 6 month probation period applies.
- Some weekend and after-hours work may be required for which time-in-lieu can be claimed.
- Applicants from a culturally and linguistically diverse background are strongly encouraged to apply
- ECCV is an Equal Opportunity Employer.

Approved

Chris Christoforou

Executive Officer

January 2019