



## You've come to the Right Place

### Executive Manager Finance and ICT

With the first foundation stone laid in 1963 in the Huon Valley; Huon Regional Care is a long-established provider of quality community and aged care services across Tasmania. You'll find us in three main locations; Franklin, Dover and Nubeena.

Huon Regional Care leads with courage, through integrity; and accountability; we strive to achieve the very best for our people, and the people we care for, empowering the individual.

Huon Regional Care's Purpose, Vision and Values are woven into the fabric of our existence; building individual, team and organisational attitudes; driving our culture.

**Our Purpose**                      **Contributing to the dignity, meaning and comfort of people in need**  
**Our Vision**                        **To be the first choice in aged and community care in Tasmania**

#### **We Value:**

Making a Difference    We put people first  
   We exceed expectations  
   We are always looking for better ways to do things  
   We work collaboratively as a team

Empathy                            We endeavour to understand what someone is feeling  
   We are patient and listen  
   We support people with kindness

Excellence                        We take responsibility for our decisions and actions  
   We take ownership, we follow through  
   We take pride in our work  
   We find learning opportunities in our mistakes

Integrity                            We behave ethically and honestly  
   We show respect to everybody  
   We do the absolute best we can

Courage                            We forge ahead even when it's tough  
   We embrace change and welcome diversity  
   We ask for help when we need it  
   We speak up when something needs to be said

## Position Description

Position Title	<b>Executive Manager Finance and ICT</b>
Reports to	Chief Executive Officer
Significant Working Relationships	CEO, Executive Management Team, Facility Managers, Finance and ICT staff, Government Departments, Board, Auditor,
Location	Franklin Corporate Office
Agreement/Award	Contract

## Position Purpose

The Executive Manager Finance and ICT is a key member of the Executive Team and will work in close partnership with the Executive Team and other senior leaders of Huon Regional Care (HRC) to help develop, implement, and orchestrate key elements of the company's annual and future strategic plans. The role has full responsibility for the management of the organisation's financial activities including business planning, budgeting, forecasting and reporting. The Executive Manager Finance and ICT also provides oversight to HRC's ICT operations by leading major system implementation and improvement and ensuring ICT is contemporary and assists in delivering the key strategic goals of the organisation.

## Role Accountabilities

- Manage all aspects of the accounting, financial reporting, budgeting and financial planning to ensure timely and accurate reporting on the organisation's financial status for use by the Board, Finance, Audit and Risk Committee, Executive Management Team and management personnel
- Oversee and provide leadership, supervision and coaching to the finance and ICT teams
- Support the growth of service delivery managers and staff in understanding their financial responsibilities through coaching and mentoring
- Prepare the monthly, annual financial statements and other statutory reports.
- Monitor, research and analyse variations to the budget and provide timely and accurate advice to key personnel
- Prepare monthly management reports and financial reports for management and key stakeholders
- Coordinate the external audit relationship including liaison and provision of required information to complete financial audits
- Manage HRC's day-to-day investment portfolio and investigate investment options as required.

- Ensure compliance requirements relating to taxes and statistics are met (e.g. lodgement of BAS, PAYG, SG).
- Develop and update the organisation's Long-Term Financial Plans in accordance with HRC's Strategic Plan.
- Ensure the effective maintenance and reconciling of Asset Registers in accordance with policy and standards,
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- Develop and provide oversight of the implementation of an ICT Strategy
- Provide oversight to HRC's ICT equipment and systems and ensure they remain contemporary and fit for purpose
- Develop business plans and oversee major change management projects in the areas of finance and ICT
- Ensure all work practices are carried out in a safe manner and in accordance with HRC's work health and safety policy and procedure.
- Undertake appropriate duties as requested by the CEO

### Generic Accountabilities

To provide clients with high quality support that addresses individual needs and enhanced independence, abilities, community participation and/or quality of life all Employees are expected to:

1. Demonstrate consideration, understanding and respect for clients and their families at all times in all interactions.
2. Ensure personal and team contribution support and overall team effectiveness by demonstrating a high level of commitment and efficient follow through of any tasks until completion or as otherwise agreed with the CEO.
3. Monitor and report performance against KPIs and take corrective action as required.
4. Consult and collaborate with colleagues, managers and subject matters experts (internally and externally) to ensure the best possible outcomes for Huon Regional Care.
5. Provide a safe working environment within your area of responsibility, actively participating in and supporting a 'safety first' business culture.
6. Ensure compliance with Statutory and Regulatory requirements, and HRC's policies, processes and procedures.
7. Emulate and encourage others to adhere to, our values in all work related activities.
8. Safeguarding Elderly and Vulnerable People:

Our organisation takes protection of vulnerable people seriously, and as an employee/volunteer of Huon Regional Care, you are required to meet the behaviour standards outlined in our Code of Conduct and Elder Abuse Management Policy ADM12.

As set responsibilities, you will be required to:

- provide a welcoming and safe environment for everyone
- promote the safety and wellbeing of everyone to whom we provides services and with whom you work
- ensure that your interactions with people are positive and safe
- provide adequate care and supervision to people in your charge
- act as a positive role model
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain a valid National Police Check documentation
- report to management any criminal charges or convictions which are received during the course of your employment/volunteering that may indicate a possible risk to elderly and vulnerable people.

### Selection Criteria

- Senior financial management and leadership experience in a complex multi-disciplinary operating environment such as a local government, public sector or health-related industry
- Demonstrated ability to lead change management projects which improve service delivery and provide operational efficiencies
- Highly developed research, analytical and problem-solving skills including the ability to develop business plans and other key corporate documents
- Highly developed interpersonal skills, including the ability to effectively liaise with senior and executive staff and other stakeholders.
- High level of written and verbal communication skills including the ability to communicate at a range of levels and to non-finance related staff.
- Demonstrated ability to manage competing priorities and effectively manage time to meet deadlines
- Knowledge and experience in the area of ICT especially system development and integration and the ability to oversee strategic ICT area

### Essential Qualifications/Experience

- Demonstrated senior management experience in a complex multifaceted environment
- Chartered Practising Accountant (CPA)
- Degree in accounting, business or commerce
- Drivers licence

### Essential Qualifications

- Post graduate management qualification

### Other Requirements

- Provision of a satisfactory National Police Check.

Version	Effective From	Comments	Review Date
002	March 2021	Position Reviewed	March 2022

I have read and understand my role accountabilities based on this position description. I am aware that in accepting this position, I can meet the responsibilities, requirements and physical demands necessary for the position.

Employee Name:

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Signature:

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Date:

