



## **Manager Administration and Finance**

### **Position Description**

#### **Position Objective**

The Manager Administration and Finance reports to the Chief Executive Officer (CEO) and provides cultural, strategic and administrative leadership to the Sexual Assault Support Service (SASS) team to ensure the achievement of strategic and operational goals. S/he will also be responsible for all matters of business administration and financial control of SASS including financial reporting to the Board.

#### **Position Details**

Position Title: Manager Administration and Finance  
Reports to: Chief Executive Officer  
Remuneration: SCHADS Award Level 7.3 plus 9.5% superannuation  
Hours of work: Full time  
Location: Hobart

#### **The Organisation**

The Sexual Assault Support Service (SASS) is a community-based support and counselling service for those who have been affected by sexual abuse.

SASS is funded by the Tasmanian Department of Communities (DCT) and by the Australian Department of Social Services (DSS).

There are four areas of operations: client services (counselling and crisis response), training, administration and finance.

The following values underpin the way we work: client-focus, sincerity, collaboration, professionalism.

SASS has approximately 30 staff and an annual budget of \$2m.

#### **Position Summary**

The Manager Administration and Finance is the most senior administrative position in SASS working in collaboration with, and in support of, the CEO in the management of SASS business. The position ensures the provision and effectiveness of systems, standards and operational business processes, as well as providing financial management and analysis, human resources, information management and other general administrative functions.

The Manager Administration and Finance is accountable for the management and ongoing development of a high quality and resource efficient administrative systems to support SASS counselling, training, research and community-based activities. The position is an integral part of the SASS leadership team

and works closely with the CEO and the SASS Board to set directions for the future, enhance the standing of SASS and achieve strategic and operational objectives.

The Manager provides leadership, mentoring and support for SASS staff and contributes to building a team culture that is collaborative, inclusive, high-performing and client-focused with a focus on data-driven decision making and continuous improvement.

The Manager inspires confidence and respect, exemplifies sound ethical and professional standards and ensure best practice in support of fairness, accountability, compliance and client service. The Manager demonstrates strong commitment to innovation and the capacity to balance conflicting pressures and needs across short and longer time frames.

### **Position relationships**

Supervisor: CEO

Direct reports: Training Coordinator  
Administrative staff  
Manager Services and Policy\*

Other: Members of SASS Board  
Service providers and suppliers

\*The Manager Services and Policy reports to the CEO and has a dotted line to the Manager Administration and Finance.

### **Decision making authority/Level of responsibility**

The Manager Administration and Finance acts under the broad direction of the CEO and with a high degree of autonomy in accordance with SASS policy and procedures. S/he may be asked to deputise for the CEO as required.

### **Key accountabilities and outcomes**

1. In conjunction with the CEO, provide strategic leadership and management for SASS staff across all levels
2. Develop, implement and maintain SASS strategic and operational plans under the broad direction of the CEO
3. Provide high level management and administrative support for SASS to ensure achievement of SASS strategic and operational objectives
4. Manage SASS financial resources, including: the development of financial reports and policies for Board approval; preparation, monitoring and reconciliation of grant budgets; and instigating control mechanisms as deemed necessary.
5. Manage SASS' audit activities and ensure SASS complies with statutory requirements
6. Manage SASS risk portfolio, including work, health and safety obligations and reporting responsibilities
7. Work with the CEO to enhance governance arrangements and Board deliberations and decision making

8. Create a positive, inclusive and high-performing team culture where opinions are valued, and information is shared to deliver the best outcomes for SASS clients.
9. Develop, manage and review policies, procedures, services and systems and prepare working papers, submissions and recommendations for the CEO and/or the Board.
10. Provide high-level advice to the CEO on human resource matters including redundancies, reclassifications and profile planning.
11. Provide high-level advice to the Board as required.
12. Any other tasks assigned by the CEO from time to time.

## **Position Criteria**

### **Essential**

1. Proven high level skills, knowledge and substantial experience in the management of financial, human and physical resources to achieve strategic and operational goals, preferably in a not-for-profit environment.
2. Proven knowledge and experience in the preparation, maintenance and ongoing analysis of financial budgets, management reports, internal controls and adherence to statutory reporting requirements.
3. Demonstrated high level strategic, conceptual and creative skills, with proven ability to plan and prioritise complex and diverse activities and identify relevant issues.
4. Proven high level skills, knowledge and substantial experience in governance including a demonstrated capacity to provide high level, expert advice.
5. Demonstrated ability to undertake research and analysis and recommend appropriate action.
6. Highly developed written, oral and interpersonal communication skills, including negotiation and influencing skills.
7. Demonstrated ability to provide supportive leadership and direction in a multi-disciplinary team environment, including promoting an inclusive, positive and high performing team culture and developing staff to their full potential.
8. Understanding issues associated with sexual assault and a commitment to social justice and SASS values.
9. Current/satisfactory National Police Check and Working with Vulnerable Persons registration or the ability to obtain them.
10. Current driver's licence.

### **Desirable**

11. Membership of an accounting professional body.