

Job Description & Selection Criteria

Position:	Business Manager
Service:	Corporate Services
Classification:	MEA Level 7.1
Appointment Type:	Part time, Monday to Friday (days negotiable), up to 3 days per week

ABOUT TOORA WOMEN INC

Toora Women Inc. supports women with complex issues who have experienced past or present trauma, such as:

- domestic, family and sexual violence
- mental health issues
- drug or alcohol dependency
- homelessness or needing support to stay out of the homelessness system
- time in ACT Corrections.

Our domestic violence, homelessness and AOD health treatment programs range across a variety of settings, such as, crisis, transitional and head tenancy accommodation, day programs, counselling and outreach support. This allows Toora to provide wrap-around trauma-informed care within an integrated service system. We deliver these complex services within a human rights and gendered framework.

ABOUT THE ROLE

The Business Manager oversees the financial management of the business, ensures our environment is compliant with WHS legislative requirements and is a safe place to work, and supports Toora leaders with managing risk across the organization. The Business Manager requires experience in finance, WHS, risk management and compliance and should have highly developed analytical skills, problem solving ability and leadership capability. The Business Manager will work closely with other senior leaders in the organisation to deliver our strategic plan and objectives and to create a culture of high performance and outstanding service delivery.

KEY RESPONSIBILITIES

Financial Planning and Operations

- Developing program costings and budgets supported by financial analysis to support financial insights
- Oversee all financial aspects of the business, including budgeting, forecasting, financial analysis and reporting

- Overseeing the day-to-day financial operations of the business including accounts payable and receivable, cash flow management, payroll, reconciliations and statutory reporting requirements
- Overseeing the financial management and provide advice on the management of the property portfolio
- Preparation of Board reporting, annual financial statements and acquittal of grants

Risk Management and Compliance

- Assessing and managing financial risks associated with the business.
- Identifying potential risks, developing risk mitigation strategies, and ensuring the maintenance and review of the required insurance coverage
- Ensuring compliance with all relevant laws, regulations and Accounting Standards related to finance, WHS, and risk management
- Maintenance of Finance and HR policies and procedures

HR

- Maintain and enhance dashboards to report on HR performance data to support organisational decision-making to support leaders and other stakeholders understand and track key HR metrics and trends
- Providing advice and training on HR matters to Toora leadership and staff
- Monitoring and reporting relevant HR metrics to support Toora leadership

Leadership

- Leading and managing a small team to deliver the team's business priorities and agreed strategic deliverables.
- Setting the direction and goals for the team, as well as ensuring that all members understand their roles and responsibilities.
- Monitoring the performance of the team and individual members, identifying areas for improvement and development .

Selection Criteria

- Strong financial management experience, including budgeting financial analysis, and reporting.
- Experience in program management and grant funding.
- Proven experience in managing WHS risks in the workplace and ensuring compliance with legislative requirements under the WHS Act.
- Strong understanding of risk management principles.
- Ability to work collaboratively with other senior leaders to promote a culture of high performance.
- Knowledge of relevant legislation, regulations and Accounting Standards related to finance, WHS, and risk management.
- Strong analytical and problem solving skills.
- Experience leading small teams and developing staff capability.
- Ability to build trust and rapport and develop collaborative working relationships at all levels.
- Excellent written and verbal communication skills and outstanding interpersonal skills.
- The ability to foster a positive and dynamic working environment and positive team culture.

Qualifications

- Bachelor's degree in finance, business administration, or a related field.
- 3-5 years experience in a similar role in finance.
- Team leader experience