



**External**                      Effective working relationships required with all key external stakeholders including, the inTouch Board and Finance, Audit and Risk Management Committee, financial institutions, funders, creditors, suppliers, salary packaging company, government, and government agencies.

**POSITION ACCOUNTABILITIES**

- Responsible for the month end process with reporting, analysis and commentary.
- Develop and maintain financial modelling tools and spreadsheets to support accurate forecasting, budgeting, and financial analysis.
- Design, implement, and monitor financial systems and controls, ensuring compliance with relevant regulations and internal policies.
- Work collaboratively with teams to streamline financial reporting processes and improve data integrity.
- Prepare and analyse financial statements, reports, and performance indicators, providing meaningful insights to support decision-making processes.
- Assist in the preparation of annual budgets, providing recommendations for cost-saving measures and revenue enhancement opportunities.
- Ensure accurate and timely recording of financial transactions and adherence to accounting standards.
- Balance sheet ownership with the timely completion of reconciliations, journal entries and relevant analysis.
- Conduct regular reviews of financial processes and systems, identifying areas for improvement and implementing appropriate solutions.
- Support management in ad-hoc financial analysis and special projects as required.

**Other**

- Any other duties as required by the Head of Finance from time to time.

**EXTENT OF AUTHORITY**

All expenditure on behalf of inTouch must be aligned to the Delegations of Authority.

**KEY SELECTION CRITERIA**

**Essential / Desirable:**

- Min 5+ years’ professional experience in management accounting, financial analysis or systems accountant roles.
- Tertiary qualifications in accounting and/or finance coupled with current CPA / CA.
- Advanced proficiency in financial software applications (e.g. MYOB, Xero), spreadsheet software (e.g., Microsoft Excel), and financial modelling tools.
- In-depth knowledge of accounting principles, regulations, and financial reporting standards for Not-for Profits.
- Strong analytical and problem-solving skills, with the ability to interpret complex financial data and provide actionable insights.
- Excellent organisational and time management skills, with the ability to prioritise and multitask effectively.
- Proactive attitude, demonstrating a willingness to take initiative and drive process improvements.
- Strong written and verbal communication skills, with the ability to clearly present financial information

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to non-financial stakeholders.

- High level of integrity and strong attention to detail to ensure accuracy in financial analysis and reporting.
- Proven ability to engage collaboratively and build strong partnerships with a variety of stakeholders from diverse backgrounds.
- Effective verbal and written communication skills with the ability to translate technical, financial information into laymen’s terms.

**Personal Attributes**

- High ethical standards and alignment to inTouch values, acting with integrity and maintaining confidentiality.
- A change agent, with a commitment to continuous improvement and innovation.
- Solutions-focused with a curious mind and a natural problem-solving ability.
- Pro-active and accountable, leading with emotional intelligence and the ability to provide constructive feedback and have challenging discussions to support progress.
- Highly organised, detail oriented and outcomes driven.

**SPECIFIC RESTRICTIONS/CONDITIONS**

- Incumbent will on occasions and in consultation, be expected to conducted work outside normal business hours.
- Must be physically capable to carry out administrative duties, including extended periods of computer use.
- Participate proactively in organisational initiatives.
- Support other team members in periods of high demand and during periods of absence.

**CONDITIONS OF EMPLOYMENT**

- The terms and conditions for this position, including remuneration and leave entitlements, is based on the inTouch Enterprise Agreement and is negotiable depending on experience.
- Salary packaging and flexible working arrangements may be provided subject inTouch Policy.
- The successful applicant will be required to undergo satisfactory pre-employment checks, including two reference checks, a national criminal records check, working with children check, international police check (if applicable), proof working rights in Australia and any specified qualifications.
- The successful applicant will be required to sign a Confidentially Agreement and Agreement to adhere to the inTouch Code of Conduct.
- The successful applicant will be required to disclose any pre-existing illness or injury that they know about which could be reasonably foreseen to be affected by the work duties described. Pursuant to s.82 (7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, they will not be paid compensation for that condition.

**PRIVACY NOTIFICATION**

The collection and handling of applicants’ and the successful appointee’s personal information will be consistent with the requirements of the Information Privacy Act 2000.

**APPLICATION PROCESS**

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To apply, please provide a copy of your current CV and a brief cover letter outlining your interest in working with inTouch in this position, as well as your key skills and experience that align with this role.

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