

COMMUNITY TRANSPORT SERVICES TASMANIA

POSITION DESCRIPTION



Finance Manager

Overview

Business Area	Business Services
Team	Finance & Administration
Award	Social, Community, Home Care & Disability Services Award
Position Classification	Social & Community Services Employee Level 6
Number of direct reports	5 +
Immediate Manager	Chief Financial Officer
Manager-one-removed	Chief Executive Officer

About CTST

At CTST, our commitment is to provide affordable services to support people to live well and connect with their community.

The needs and experience of each individual consumer is our primary focus when making decisions about their services and the safety and wellbeing of our people and our consumers is our priority. We are cooperative and collaborative because we believe that collective impact gets the best result and we show our respect for our consumers, our people, and our partners by striving for the highest professional standards in everything we do.

We are committed to being good corporate partners and show respect of our community and the environment.

Position Purpose

The Finance Manager leads the finance and administration team and plays a central role in ensuring the integrity, efficiency and effectiveness of financial operations across the organisation. Reporting to the Chief Financial Officer, the role is responsible for the delivery of accurate financial reporting, grant acquittals, budgeting support and compliance.

In addition, the Finance Manager leads the continuous improvement of finance systems and processes and works closely with internal stakeholders to improve financial understanding and accountability across the organisation. The role also supports the Chief Financial Officer in the oversight of functions such as fleet, facilities and procurement by providing coordination and reporting support.

Legislative Knowledge & Understanding

Fair Work Act 2009	Anti-Discrimination Act 1998
Aged Care Act 1997	Workers Rehabilitation & Compensation Act Tasmania 1988
Aged Care Quality and Safety Commission Act 2018	Workplace Health and Safety Act Regulations 2011
Aged Care Quality Standards	Poisons Regulations 2018
Privacy Act 1998	Relevant Industrial Awards and Agreements
Personal Information Protection Act 2004	Public Transport Operator Accreditation Regulations
National Disability Insurance Scheme Act 2013	

Position Accountabilities

Leadership	<p>Promote values that reflect the spirit and purpose of CTST</p> <p>Lead by example to maintain a supportive organisational culture</p> <p>Foster a strong consumer-centric service culture</p> <p>Uphold and support equity and diversity principles through all areas of the organisation</p> <p>Demonstrate emotional maturity, cultural awareness and flexibility in all dealings</p>
Technical	<p>Finance and Administration Team Leadership</p> <ul style="list-style-type: none"> Lead, supervise, and support the finance and administration team to ensure high-quality service delivery Allocate responsibilities, monitor workloads and build capability through mentoring and development Promote a collaborative, accountable and solutions-focused team culture <p>Financial Management and Reporting</p> <ul style="list-style-type: none"> Prepare timely, accurate monthly management reports including analysis of actuals vs budget Assist the Chief Financial Officer with budgeting, forecasting, board reporting and financial modelling Oversee financial system integrity through accurate reconciliations, journals and month-end processes <p>Grant Acquisitions and Compliance</p> <ul style="list-style-type: none"> Prepare financial acquittals for grants and funding bodies in accordance with reporting obligations Track and report on project-specific funding, ensuring transparency and accuracy Support the Chief Financial Officer in maintaining financial compliance with legislation, contracts and standards <p>Financial Operations and Systems Development</p> <ul style="list-style-type: none"> Oversee core financial operations: accounts payable, receivable, reconciliations, and payroll Lead the continuous improvement of finance systems and processes including identifying automation opportunities and system enhancements Maintain finance policies, procedures, and internal controls to ensure efficiency and compliance <p>Building Financial Capability Across the Organisation</p> <ul style="list-style-type: none"> Partner with program and operational managers to support understanding of budgets, forecasts, and financial reports Deliver training, tools and guidance to build financial literacy and accountability at all levels Translate financial information into accessible insights for non-financial stakeholders

	<p>Support for Fleet, Facilities, and Procurement</p> <ul style="list-style-type: none"> • Provide support to the Chief Financial Officer and Business Services team members in the delivery of: <ul style="list-style-type: none"> ○ Vehicle fleet: purchasing, disposals, cost reporting, insurance ○ Facilities: commercial support, utilities, lease records, maintenance registers • Ensure costs related to these functions are accurately tracked and reported • Provide backup resource support for these functions as required <p>Audit and Risk</p> <ul style="list-style-type: none"> • Coordinate preparation for annual external audits including schedules and documentation • Support internal control monitoring and participate in risk identification and mitigation efforts • Contribute to policy development across finance and broader corporate service areas
Health, Safety & Wellbeing	<p>Actively promote and adhere to all CTST health, safety and wellbeing policies and procedures</p> <p>Contribute to a safe workplace through a demonstrated commitment to safety improvements</p> <p>Report all safety risks, incidents, and hazards in a timely manner</p> <p>Actively promote a positive approach in the workplace to enhance health and wellbeing</p>
Financial	<p>Monitor project budgets to achieve financial targets</p> <p>Ensure all company assets are treated with care and utilised for the intended purpose</p>
Compliance	<p>Maintain an up-to-date knowledge of legislative and regulatory compliance to ensure that requirements are met, and identify any emerging issues of significance to the organisation</p> <p>Ensure CTST's ongoing compliance with Aged Care Quality & Safety Commission, NDIS Practice Standards, Passenger Transport Accreditation Authority, and other essential quality standards</p> <p>Always ensure that the highest standards of privacy and confidentiality are maintained</p>

Position Requirements

Technical Qualifications	<p>ESSENTIAL</p> <p>Tertiary qualifications in accounting, finance or a related field</p> <p>Strong financial systems knowledge (e.g. Xero, MYOB, or similar) and strong Excel capability</p> <p>DESIRABLE</p> <p>CPA or CA qualification (or working toward)</p>
Knowledge, Skills and Experience	<p>ESSENTIAL</p> <p>Proven experience in effectively leading and developing finance or administration teams</p> <p>Demonstrated experience in financial management, reporting and compliance</p> <p>Proven ability to manage end-to-end financial operations, reporting and month-end processes</p> <p>Experience in financial modelling, analysis and board reporting</p> <p>Effective communication skills with the ability to present complex financial information in an accessible way</p> <p>Ability to partner with non-financial managers to build financial literacy and accountability</p> <p>Strong analytical, problem-solving, and organisational skills with attention to detail</p> <p>Knowledge and understanding of relevant industry legislation, policies and systems and internal control frameworks, and the ability to apply them to the working environment</p> <p>Track record of improving financial systems, processes and controls including automation initiatives</p> <p>Experience coordinating external audits and supporting risk management activities</p>

	DESIRABLE Experience in the not-for-profit, community services or health sector Familiarity with funding acquittals, restricted funding, and government contracts Exposure to procurement, facilities or fleet functions in a support or coordination capacity
Worker Screening and Position Requirements	Provision of a National Police certificate that meets the suitability requirements for unsupervised work in accordance with the Aged Care Act/ NDIS Act Must hold a current driver’s licence Must hold a current registration to work with vulnerable people Must be an Australian Resident or hold an Australian Working VISA Intrastate travel will be required

Position Approval		
Name & Role	Summary of Revisions	Approved Date
Heath Dillon Chief Financial Officer	New position in the structure	11/08/2025