

PROFESSIONALISM

CREATIVITY

RESPECT

INTEGRITY

## FINANCE MANAGER

This role is primarily responsible managing day to day finance and corporate service operations and providing accurate and timely financial analytics, data and recommendations to Director Finance and Commercial Services (DFC)

This role is a Permanent Full-Time opportunity with an essential service provider. NFP Salary Sacrificing is available

This is an opportunity for a Finance Manager to join our dedicated and purpose driven team. The role is responsible managing three (3) staff.

### DUTIES INCLUDE:

- Management of all Financial requirements including analysis and funding acquittals
- Being proactively involved in business planning, budgets and forecasts and financial statements
- Managing and providing recommendations on liquidity requirements
- Keep abreast of changes in accounting standard requirements
- Establish and maintain all Finance, Information Technology and other required policies and procedures
- Control and manage Information Technology requirements in the organisation

**Close Date: 30 April 2021**

### ESSENTIAL SELECTION CRITERIA:

- CA/CPA Qualified with a Bachelor degree in a relevant field.
- An in-depth knowledge of management and financial accounting within a complex organisation.
- Demonstrated analytical and problem-solving skills including the ability to provide advice and recommendations.
- At least five years relevant experience with at least three years managing a team
- Ability to work under pressure and to deadlines
- Well developed organisation, oral and written skills, including report writing and on-time delivery
- Commitment to the Odyssey House NSW Mission and Values, WHS, EEO and continuous quality improvement
- Hold a current NSW Driver's License
- Hold or have the ability to obtain a current Criminal History Check and Working With Children clearance
- Unlimited right to work and live in Australia.

### DESIREABLE SELECTION CRITERIA

- Experience in NFP receiving government grants

### ABOUT US:

Odyssey House NSW is a not for profit, multi-site organisation that offers a diverse range of residential and community services for those impacted by the complexities of alcohol and other drug dependency.

The Odyssey House NSW teams are made up of experienced, skilled and motivated professionals who understand the challenges that may be impacting the life and health of individuals, their families, friends and the wider community due to alcohol and other drug dependency.

If you are interested in this role, meet the above criteria and believe you are a great fit for our organisation, apply as per below.

*With respect, this position is not open to Agency support.*

### To apply:

- Include an updated copy of your Resume
- Address the Essential Criteria briefly in a Cover Letter to Lyn Mackenzie (HR226)
- Email your application to [lyn.mackenzie@odysseyhouse.com.au](mailto:lyn.mackenzie@odysseyhouse.com.au)

Odyssey House NSW  
[www.odysseyhouse.com.au](http://www.odysseyhouse.com.au)



ODYSSEY HOUSE  
NEW SOUTH WALES