

Position Description

Position Title: Manager Corporate Services
Position Status: Part time (0.2 FTE; 1 day per week)
Reports To: CEO



The Opportunity

Reporting directly to the CEO, and a key member of the internal Leadership Team, the Manager Corporate Services plays a critical role in assisting the Penington Institute achieve its strategic objectives. You will have broad responsibility for all Corporate Service functions (finance, compliance, risk management, HR, payroll, IT and office administration) and be part of a small, positive, energetic and dedicated team (12 staff in total) who are passionate about Penington's mission to actively support the adoption of approaches to drug use which promote safety and human dignity.

About Penington Institute

Our vision is that communities are safe, healthy and empowered to manage substance use.

We connect lived experience and research to improve community safety in relation to drugs including pharmaceuticals and alcohol.

Fiercely independent, we tackle the difficult questions through research and analysis, promotion and advocacy, consumer and community engagement, and education and collaboration with frontline workers and like-minded organisations.

Role Summary

The Manager Corporate Services plays a broad and critical role in the successful operation of Penington Institute. In addition to demonstrating strong and effective leadership, the incumbent is responsible for the effective and efficient operation of a range of functional areas including company secretary, finance, compliance, risk management, HR, payroll, IT and office administration.

DUTIES

Leadership:

- As a member of the internal Leadership Team, contribute to the development and effective delivery of the Institute's strategic plan ensuring KPI deliverables are met.
- Provide strategic and operation leadership for all corporate services functions
- Attend and advise at team, committee and Board meetings, as required

Company Secretary:

- Act as Company Secretary responsible for coordinating board minutes and papers, as well as monitoring compliance of the board and its committees with the law, the organisation's governing documents and internal policies.

Compliance & Risk Management:

- Manage the institute's risk management and compliance program
- Ensure compliance with all applicable regulatory, legislative and procedural obligations, including WHS obligations

- Monitor, interpret and respond to changes to legislation, regulations and other agreements that may impact the Institute
- Monitor compliance with conditions of the Service Agreement with the Victorian Department of Health and Human Services, and other funding and expenditure contracts.
- Manage insurance arrangements
- Report to, and respond to requests from, the Finance, Audit and Risk Management Committee

Statutory Reporting:

- Ensure annual statutory financial reports and other reports as required by funding bodies, eg: government agencies and regulators, are prepared in accordance with applicable requirements

Financial and Contract Management:

- Manage outsourced Accounting Services provider including accounts payable, accounts receivable, asset register, donation management, IAS & BAS, budget development, monthly and quarterly reporting.
- Manage external auditor engagement and oversee the completion of the annual audit and preparation of financial statements.
- Managed the Institute's expenditure contracts including leases, and maintain good relationships with suppliers.
- Manage the Institute's assets and oversee acquisition and disposal of capital items in a timely and cost-effective manner.

Investment / Treasury Management:

- Manage outsourced Investment Advisor and monitor cash and other investments in line with the Institute's Investment Policy.

Information Technology:

- Manage outsourced IT provider and oversee the efficient and effective operation of all IT systems, ensuring these meet the organisation's requirements, particularly as to security, and are properly maintained and supported;
- Oversee the implementation of IT initiatives to mature the institute's digital footprint.

Payroll and Human Resources:

- Manage outsourced Payroll provider for salary packaging, fortnightly payroll, superannuation and Workcover to ensure compliance with ATO, Fair Work, Modern Awards and other regulations.
- Manage outsource HR provider including recruitment, onboarding, employment contract management and employment relations.

SELECTION CRITERIA:

Technical Competencies

- Demonstrated leadership ability, likely to be in a senior professional legal, compliance or finance role
- Experience in managing corporate services functions, or significant exposure to corporate governance, risk and compliance, HR, IT and Finance in prior roles
- Demonstrated company secretary experience or willingness to undertake training.
- Strong verbal and written communication skills
- High level of proficiency in Microsoft Excel and Word
- Desirable; knowledge of tax and other legislative requirements applicable to not-for-profit entities
- Desirable; working understanding of IT networks (supported by an independent contractor)

Qualifications

- Tertiary qualified in Commerce, Business or Law
- Member of CPA / CA / Legal Practising Certificate / AICD – Risk & Compliance Course will be highly regarded

Behavioural Capabilities

- Excellent interpersonal skills and a proven collaborative working style
- Demonstrated ability to build effective working relationships with internal and external stakeholders
- Highly organised and able to prioritise and manage own and others' work
- Strong focus on managing organisational risk to an agreed acceptable level
- Willing to roll up your sleeves and get 'hands on' across the breadth of the organisation
- Understanding and commitment to the values of, and benefits delivered by, the not-for-profit sector
- Value individual difference and diversity
- Respect and uphold confidentiality

ADDITIONAL INFORMATION

Remuneration and working conditions

This is a part time one day per week (0.2 FTE) contracted position. Location is flexible, however it is expected that some time will be spent in the Penington office. Normal business hours for the office are Monday-Friday 9am-5pm.

As this is a part time position the hours of work will be negotiated (7.6 hours). However, this is a senior position which may require some out of hours work, should business needs require it.

Salary range: \$120k - \$130k pro rata + super + NFP salary packaging.

A salary commensurate with experience will be negotiated to attract the calibre of candidate we seek for this key appointment. Salary is paid fortnightly into a nominated bank account on the Monday after the end of the pay period. Salary packaging will be available and contributions will be made to your nominated superannuation fund, at 11.0% of salary, on a monthly basis. You will be entitled to 20 days annual leave and 10 days personal leave pro rata per annum, in addition to public holidays.

Confidentiality

Information about Penington Institute must be maintained in strict confidence. A breach of confidence will constitute misconduct which may result in disciplinary action, up to and including termination of your employment.

Equal Opportunity

Penington Institute is an equal opportunity employer and promotes a safe and healthy, harassment free workplace and a healthy balance between work and leisure.

Health and Safety

Penington Institute office is a smoke free workplace.