



**MHACA**

**Mental Health Association of Central Australia**  
14 Lindsay Avenue, Alice Springs | PO Box 2326 Alice Springs NT 0871  
p: (08) 8950 4600 | f: (08) 8953 5577  
e: info@mhaca.org.au | w: www.mhaca.org.au

## **CORPORATE SERVICES EXECUTIVE MANAGER**

|                        |                                                   |
|------------------------|---------------------------------------------------|
| <b>POSITION:</b>       | Corporate Services Executive Manager              |
| <b>HOURS:</b>          | Full-time (38 hours per week)                     |
| <b>CLASSIFICATION:</b> | \$120,000 (neg) Generous salary packaging applies |
| <b>LOCATION:</b>       | Alice Springs                                     |
| <b>REPORTS TO:</b>     | <b>Chief Executive Officer</b>                    |
| <b>ENQUIRIES:</b>      | Dira Horne - (08) 8950 4600                       |

### **ABOUT MHACA**

MHACA is a specialist psychosocial recovery and mental health promotion organisation with a strong presence and reputation in the community. We strive to make a difference in the lives of people with a mental illness by supporting participant-driven mental health recovery and assisting communities and organisations to actively improve their mental health and wellbeing.

Our psychosocial support services and educational programs aim to enhance the mental health and wellbeing of people living in Central Australia through a range of programs and activities including:

- NDIS funded support coordination, capacity building, living skills, social and recreational activities.
- Individual support to people experiencing mental illness.
- Tenancy support to people who are homeless or at risk of homelessness.
- A day program offering group activities and peer support.
- Mental health promotion to reduce stigma and raise community awareness.
- Suicide prevention activities.
- Training in mental health first aid, suicide intervention and awareness skills, workplace health and related areas.
- Advocacy for improved services at local, state, and national levels.

### **Position summary:**

We are looking for a detail oriented and highly proactive Manager who will be responsible for supporting the effective functioning of the organisation through the design, oversight and delivery of key organisational systems and strategies including:

- Business and financial systems
- Human Resource (HR) systems
- Risk Management and Work Health and Safety (WHS)
- Strategic Asset Management
- Compliance Management.

The Corporate Services Manager is part of the Senior Leadership Team and reports directly to the CEO. This role will also contribute to the identification of profitable business opportunities and assisting in the development of sustainable growth strategies.

## **Key responsibilities:**

### **Finance**

- Strategic and operational financial planning of the organisation in conjunction with the CEO.
- Preparation of accurate financial reporting, including financial management reports for the Board of Directors.
- Developing and maintaining policies relevant to MHACA's financial management.
- Compliance management including statutory compliance (annual accounts and audit, BAS, PAYG instalments, reporting, superannuation, Workers Compensation, FBT, GST reporting).
- Ensuring effective management of MHACA's cash flow, including cash flow budgeting and forecasting.
- Oversee and monitor payment of accounts, accounting records and internal controls to maximise organisational financial outcomes.
- Ensuring an efficient, timely and compliant payroll function is maintained.
- Working with the CEO and Managers to maintain organisational and individual program budgets.
- Managing insurance and leasing arrangements.
- Preparation of financial accounts as at year end for external audit including preparation of draft accounts.
- Manage relationships with auditor and the annual audit process and reporting.
- Evaluate data, prepare forecasts, analyse trends and present results pertaining to projects, operations, information system, general business conditions and other areas.
- Develop presentations to management and the Board of Directors regarding the annual budget, monthly and quarterly actual to forecast analyses.  
Financial modelling of various "what if" scenarios and the overall impact to MHACA

### **Management and Compliance:**

- Ensure the financial, administrative and compliance functions are performed in an efficient and timely manner by managing workloads, monitoring and developing work systems, determining priorities, developing and implementing policies and guidelines.
- Preparing the ACNC Annual Return.
- Ensure that services are provided in accordance with the Australian Accounting Standards, funding agreements, organisational objectives and policies.
- Keep informed of change to relevant legislation, Awards and industry conditions as they relate to the organisational financial and payroll compliance.
- In collaboration with the CEO, keep all staff informed of changes to payroll issues such as fringe benefits tax, superannuation and taxation.
- Contribute to tender and funding submissions as required.

**Human Resources and Industrial Relations Management** - Ensuring compliance with legislation, best practice in recruitment, development of HR policies and procedures, reward and recognition programs along with management of workplace safety initiatives and supporting the effective administration of payroll and industry awards.

**Risk Management** - Identify and assess internal and external risk to which the organisation might be exposed and provide advice on strategies to minimize these risks ensuring compliance with the relevant standards.

**Quality and Continuous Improvement** - Operate within an environment of continuous improvement to deliver better value and greater efficiency through improved and innovative business practices and systems.

**Workplace Health & Safety** - Lead the development and implementation of a robust work health and safety framework which protects the business, it's staff and other key stakeholders.

**Strategic Facilities/Asset Management and Maintenance Services** - Lead on the delivery of Asset Management ensuring up to date Asset register and efficient reactive, cyclical maintenance occurs.

**Stakeholder Relationships** - The CSM will develop and maintain positive relationships with key stakeholders.

**Partnerships** – Work collaboratively and develop strong relationships with current partner organisations and stakeholders, such as Community Housing Central Australia. Foster inter-team relationships, providing support to the Senior Management Team and offer support to other MHACA staff members when necessary.

**Role Challenges and Opportunities Sustainability** - MHACA operates on thin margins. Revenue comes from government grants and other fee for service contracts through the NDIS. Driving Business Transformation and delivering meaningful financial information and keeping cost growth in check are key challenges that remain central to achieving our vision, strategic and growth plans. Responding effectively to these challenges requires an appetite for teamwork and support for managers to build their financial capabilities and to measure the impact of their work for individuals and the community.

### **Qualifications, Experience and Attributes**

The position requires the following qualifications, experience and attributes:

#### **Selection Criteria:**

##### **Essential:**

1. CA/CPA qualifications with considerable senior level experience in financial and management accounting, experience in Xero Financial Management System and/or Accounting Management Software.
2. High level expertise in corporate services (preferably within the not-for-profit sector)
3. People and Leadership – Demonstrated experience in people leadership and an understanding of employment compliance and legislation including Human Resource management, including Industrial Relations and Payroll.
4. Risk and Quality – Demonstrated experience in Risk Management, Quality and Compliance, and Work Health and Safety including policy development relative to the work of the Organisation.
5. Stakeholder Engagement – Demonstrated experience in working with and delivering to Government, working and partnering with external non-government organisations.
6. Communication Skills – Demonstrated ability to effectively communicate, work with people and stakeholders from culturally and linguistically diverse backgrounds.
7. Problem Solving - Demonstrated problem solving skills and the ability to manage complex situations and decisions.
8. Analytical Skills – Experience with reviewing and using data to analyse information and issue practical solutions for reporting purposes.
9. NT Drivers Licence.

##### **Desirable**

1. Knowledge of Australian mental health and disability frameworks such as the National Mental Health Standards, the National Mental Health Strategy and the NDIS.
2. Understanding of the issues that impact on people experiencing mental health challenges.
3. Experience working in cross cultural environments.

**What's in it for you:**

- A competitive Salary that is above award
- Salary Packaging; allowing a material component of your salary to be tax free
- 6 weeks' annual leave and leave loading
- 10.5% superannuation
- Annual Wellbeing Allowance of \$400
- 11 days of personal leave
- Access to an Employment Assistance Program
- Monthly supervision
- A comprehensive training and development program
- Flexible work hours

**CONDITIONS OF EMPLOYMENT**

The successful applicant will be required to provide a current police and NDIS Worker Screening Clearance prior to the commencement of employment.

**For further information please contact Dira Horne on (08) 8950 4600.**

**Or visit the MHACA website on [www.mhaca.org.au](http://www.mhaca.org.au)**

**Applications must address the Selection Criteria and include a resume and contact details of three current referees. Please forward to:**

**Mental Health Association of Central Australia**

**PO Box 2326, ALICE SPRINGS, NT 0871**

**Email to [dira.horne@mhaca.org.au](mailto:dira.horne@mhaca.org.au)**

**Application close on 10<sup>th</sup> March 2023 at 4pm.**