



SGCH Financial Controller Contract

Key role details

Financial Controller	
Reports to (position)	Chief Financial Officer (CFO)
Department	Finance and IT
Location	Hurstville (may be required to work at other SGCH office locations from time to time)
Remuneration level	Contract
Essential requirements	Chartered Accountant (CA) and/or Certified Public Accountant (CPA) qualification Experience in managing external audits and financial statements preparation (minimum 10 years) Thorough knowledge of accounting standards and principles Experience in people leadership with a focus on supporting and coaching a small team Demonstrated ability to think strategically and assess financial issues from a pragmatic perspective Demonstrated ability to build rapport and maintain effective relationships with internal and external stakeholders Demonstrated deadline driven work with high attention to detail High level of written and verbal communication skills
Desirable skills	Experience in similar roles within a commercial or retail property or infrastructure organisation. Community housing industry and/or not-for-profit knowledge and experience

Position summary

As the SGCH Financial Controller you will lead the finance team to deliver high performance financial and support services to SGCH and stakeholders. This role takes both an operational and strategic approach to drive the finance function, ensuring accuracy, efficiency, and effectiveness of the application of accounting, AP/AR, payroll and reporting practices at SGCH. You will be the key contact for all financial regulatory and statutory requirements.

The Financial Controller will work in partnership with stakeholders across the organisation to ensure all key short and long-term financial and compliance obligations are met, providing timely advice on risk and mitigation. You will support the CFO in providing strategic financial



management advice to the Board, Group Executive team and senior managers, ensuring the organisation achieves optimal financial and business results.

You will possess a strong technical ability as you will be the key driver of the year end audit, working with the finance team and liaising the external auditors to ensure the timely delivery of the year end financial statements.

Duties include but are not limited to:

- Managing the timely and accurate preparation of the monthly financial reports, monthly reconciliations BAS Statements, PAYG statements and annual financial accounts for SGCH in addition to for capital partners
- Preparation, completion, and submission of financial reports that comply with relevant statutory, regulatory, policy and Australian Accounting Standards and report on annual statutory and taxation requirements as appropriate (including annual accounts, audits, BAS, PAYG instalments, superannuation, Workers Compensation, FBT and GST reporting), including consolidations
- Manage and supervise the efficient, timely and compliant fortnightly and monthly payroll runs and reporting
- Prepare for and lead the end-of-year external financial audit
- Seek opportunities to streamline and reduce the time taken to close month-end
- Improve processes and systems to deliver the transactional and reporting requirements of SGCH in a more efficient and effective manner
- Support, coach and develop the Finance team for high performance in the fulfilment of these requirements
- Provide the leadership and guidance to the Finance team to assist it in better supporting the business in improved decision-making
- Ensure that the appropriate level of internal controls is in place and are being followed
- Support members of the Executive team by ensuring the provision of timely and accurate information and preparation of papers to the Audit and Risk Committee and the Board



Your Success Profile

Financial Controller	
<p>Knowledge – ‘What do you know?’ Accounting Standards How to manage an audit How to prepare board reports</p>	<p>Experience – ‘What have you done?’ Implement a financial statements preparation software Managed finance teams successfully Engaged with board and ARC members</p>
<p>Behaviours – ‘What can you do?’ Partner with CFO Lead coach and build team capability Hold people accountable and have crucial conversations Attention to detail</p>	<p>Personal qualities – ‘Who you are’ A business head with a social heart Highly accountable A collaborator who wants the team to succeed Driven to innovate</p>

Your work as an SGCH Financial Controller

Our strategic work areas	Your daily work
Vision, purpose and strategy	<ul style="list-style-type: none"> Working to achieve our purpose to connect people to opportunity and collaboratively shape great places through sustainable, safe and affordable housing
Customer service	<ul style="list-style-type: none"> Promoting a culture of respect, courtesy, authenticity, and fairness when interacting with customers Ensuring customer perspectives are understood and the team is responsive to their needs Working with your team and across the business to resolve complex customer issues and needs
Teamwork	<ul style="list-style-type: none"> Collaborate with finance and IT teams in addition to key stakeholders Modelling SGCH values, leadership, and team behaviours, promoting a culture of innovation, support, accountability, respect and integrity Building a shared sense of purpose within the team to meet our core objective in sustain tenancies and improve outcomes for social and affordable housing communities
Communications	<ul style="list-style-type: none"> All communications should be timely and mindful. Attention to detail is paramount



Partnership and stakeholder management	<ul style="list-style-type: none"> • Demonstrates a positive, proactive style; a transparent and collaborative communicator who will adapt well in a dynamic environment, draw on intuition and show resilience with strong interpersonal skills and an ability to manage multi-level relationships with a high level of personal and professional integrity and empathy • Adopting a strategic approach to partnership management, ensuring regular engagement with key partners to ensure operational arrangements are running smoothly and identify areas to enhance and build the partnership • Build strong working relationships with all teams across SGCH to enable effective communication of Information Technology evolution to the wider business and gather information to understand business requirements for innovative solutions for use by the customer base
Learning mindset and accountability	<ul style="list-style-type: none"> • Modelling and encouraging a learning or growth mindset within the team to build a culture of continuous learning, that values evidence and data, constructive feedback and exposure to new experiences • Ensuring accountability across the team by setting clear expectations and goals, building a shared understanding and commitment to deliver, and having accountability conversations when expectations aren't met • Addressing and resolving team and individual performance, in a timely and effective way
Self-management	<ul style="list-style-type: none"> • Promoting and modelling the value of self-improvement and being proactive in seeking opportunities for growth • Actively seek, reflect and integrate feedback to enhance own performance • Working flexibly to adapt and respond quickly when situations change
Business excellence and innovation	<ul style="list-style-type: none"> • Making sure team members understand expected performance requirements to achieve organisational outcomes • Identifying resource needs and ensuring goals are achieved within budget and timeframes • Identifying ways to improve systems or processes to achieve better outcomes
Legislation, policies and procedures	<ul style="list-style-type: none"> • Thorough understanding of accounting standards • Working knowledge of ACNC requirements • Understanding and following legislation, rules, policies, guidelines and codes of conduct that apply to your role • Helping others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct
Compliance and reports	<ul style="list-style-type: none"> • Embedding systems to support ongoing compliance with government contacts, policies and guidelines



	<ul style="list-style-type: none"> • Supporting high quality data and information collection across the team to contribute to accurate operational reports • Using appropriate governance tools, such as meetings, huddles to monitor operational performance and share information
Accountability and risk	<ul style="list-style-type: none"> • Identifying and following safe work practices, and being vigilant about their application by self and others • Attending workplace health and safety training • Being aware of risks that might impact on the completion of an activity and escalating these when identified • Identifying and managing critical incidents in a timely and effective way • Speaking out against misconduct and inappropriate behaviour
Information technology	<ul style="list-style-type: none"> • Using core office software applications such as Microsoft Outlook, Word and Excel • Using accounting and reporting systems

Our expectations	Your values and behaviours
Top accountabilities	<ol style="list-style-type: none"> 1. Lead the Finance Team on achieving KPI's, strategic goals and sustainable housing outcomes for customers 2. Manage the year end audit process including the preparation of the Financial Statements 3. Maintaining relationships with external auditors and banks 4. Solving technical accounting issues 5. Provide timely input to the Annual Report 6. Manage the accounting and reporting requirements of SGCH's capital partners 7. Manage the monthly financial and quarterly board reporting 8. Ensure compliance with statutory and regulatory requirements 9. Apply SGCH risk management framework in the identification and treatment of financial and non-financial risk 10. Support continuous improvement by reviewing business processes and financial controls to improve accuracy and efficiency 11. Actively managing team safety and promoting our safety culture
5 iSARI values	<ol style="list-style-type: none"> 1. Innovation - to find new and better ways of working, to deliver the most impact for our customers and to support us to be a leading community housing business



	<ol style="list-style-type: none">2. Support - a business environment that is caring and provides support and encouragement to everyone involved in managing, delivering, and using our services. Engagement with SGCH goals3. Accountability - being transparent and accountable to our stakeholders for our actions and decisions and being collectively and individually professional in the way we conduct business. Ensuring our professionalism in each everyday action4. Respect - for the unique contribution of our team members and partners and for customers, whatever their circumstances. Willingness to listen to and gain understanding of others and to work together. Collaborating and innovating through shared learning5. Integrity - being honest, open, and appropriate in our communications with others, understanding and meeting our governance and management responsibilities. Informed action with discernment
4 vital behaviours	<ol style="list-style-type: none">1. 'I speak up' - speaking up and sharing your opinion to lead to great outcomes for yourself, customers, colleagues, and the business. Creating a space for this behaviour by encouraging others to speak up, listen and respond with care and respect2. 'I make mindful requests' - making sure our requests are mindful, saves time, makes sure tasks are done right the first time and prevents confusion. Mindful requests help you know exactly what you are committing to and improves the way we work together and make a better experience for all our customers3. 'I ask, "Is there a better way"?' - the process of exploring alternative options to achieve the outcomes we are looking for. We use this commitment to create an opportunity for each of us to learn and develop. It prompts us to think differently, consider multiple perspectives and be creative4. 'I do what I say I will' - being conscious of the commitments we make to ensure that the things we say we will do are achievable and that we have everything we need to perform a task before we start. Using this commitment helps us to build trust and work together to deliver outcomes for our customers