



KOKATHA ABORIGINAL CORPORATION RNTBC (ICN 8093)

POSITION DESCRIPTION

Position Title: Corporate Service Manager	Business Unit: Executive
Reports To: Chief Executive Officer	Direct Reports: Office Manager
Primary Objective:	
<p>The Kokatha People are the Traditional Owners of a large section of land in the north of South Australia. This area stretches from Lake Torrens in the East to the Gawler Ranges in the West. The Kokatha Traditional Owners' Native Title area encompasses significant mineral deposits which are subject to current mining operations and future potential mining activities. The Native Title area also includes the townships of Woomera, Roxby Downs and Andamooka which are major service centres for this part of regional South Australia.</p> <p>This position is responsible for delivering corporate services (Finance, Human Resources, Asset Management, Records Management, Media / Public Relations, and Information Management) to enable the delivery of the corporation's executive and operational services. This is both a hands-on role for in-house services and a contract management role for out-sourced services.</p> <p>Key objectives include:</p> <ol style="list-style-type: none">i. Provide corporate management skills transfer to Kokatha Aboriginal Corporation (and subsidiaries) staff.ii. Provide financial advice and reporting to the KAC Board of Directors and Chief Executive Officer.iii. Manage bookkeeping, basic accounting and payroll services to the Kokatha Aboriginal Corporation (and subsidiaries).iv. Develop a document and records management system.v. Manage contracts for external service providers.vi. Conduct on-boarding, mentoring and performance management of KAC employees.vii. Coordinate the production of the Kokatha Aboriginal Corporation (and subsidiaries) Annual Reports.viii. Manage public relations and the content of the Corporate Web Site.ix. Develop and implement a programme of business improvement initiatives for all corporate service functionsx. Facilitate secretariat services to the boards of the Kokatha group of entities.	

Position Dimension & Decision Making Authority:	Key Communication Contacts:	
<p>Without referral to Chief Executive Officer:</p> <ul style="list-style-type: none"> • Operational expenditure within delegated limits. • Manage the Corporate Services Unit Budget. • Performance Management of Corporate Services Unit staff. • Day to Day operations delivering Corporate Services Unit functions. <p>Referred to Chief Executive Officer:</p> <ul style="list-style-type: none"> • Capital expenditure. • Strategic direction. • Budget setting. • Expenditure above delegated limits. • Media Releases. 	<p>Contact/Organisation</p> <p>Chief Executive Officer</p> <p>Direct Reports</p> <p>Business Unit Managers</p>	<p>Purpose/Frequency of Contact</p> <p>Daily – Direction and leadership, provide financial status reports for all business units.</p> <p>Daily – Provide supervision and leadership, build skills, manage performance.</p> <p>As required – develop budgets, manage variances, provide income and expenditure reports.</p>
	<p>External Consultants</p> <p>All staff</p>	<p>As required – Source expertise, monitor performance, manage contracts, ensure timeliness and quality of deliverables.</p> <p>As required – provide advice on corporate eservice matters. Facilitate communication from the executive through newsletters, website and other means as appropriate. Complete onboarding of new staff. Manage staff performance Mentor staff and transfer skills as appropriate.</p>

Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Management of the Corporate Service Unit	<ul style="list-style-type: none"> • Lead the Corporate Services Unit (CSU) • Manage the performance of CSU Staff • Develop and deliver an annual CSU business plan and budget • Manage relevant budgets to ensure that achievement of the business objectives while maintaining effective cost controls 	<ul style="list-style-type: none"> • CSU Business Plan approved by the KAC CEO. • CSU Business Plan objectives delivered within agreed timeframes and budget. • Demonstrated increase in CSU staff competencies
2. In-house Financial Services	<ul style="list-style-type: none"> • Deliver all in-house bookkeeping and payroll functions • Provide advice to the Chief Executive Officer, Board of Directors and Business Unit Managers. • Monitor the exercise of financial delegations. 	<ul style="list-style-type: none"> • All functions are delivered to a standard which assures unqualified audit statements. • All functions are completed to a standard, including timeliness to enable reporting as per the <i>CATSI Act</i> 2006. • Ensure staff are cross trained in all in-house functions to ensure business continuity during absences / vacancies.
3. Outsourced Financial Services	<ul style="list-style-type: none"> • Manage the KAC Financial Services and Accounting Contract 	<ul style="list-style-type: none"> • Financial Management and Accounting Services are provided in accordance with the Contract.
4. Corporate Asset Management	<ul style="list-style-type: none"> • Manage the assets of the Kokatha Aboriginal Corporation including acquisition, stocktaking, insurance, repair and maintenance, security, safety, repair and maintenance, and disposal. • Working with the Office Manager and Subsidiary Business Managers to ensure effective and efficient practices are in place for the acquisition, stocktaking, insurance, repair and maintenance, security, safety, repair and maintenance, and disposal of Subsidiary assets. 	<ul style="list-style-type: none"> • Assets are acquired, maintained and disposed of in accordance with delegated authorities. • Insurance schedules are reviewed annually and match asset replacement values.

5. Business Development and Sustainment	<ul style="list-style-type: none"> • Work with the Kokatha Enterprise Manager to assess new business proposals and provide recommendations to the Chief Executive Officer. • Provide assistance to current business to become / maintain self sustainability and profitability. 	<ul style="list-style-type: none"> • New business is approved on a profit making basis and managed within current resources. • Non sustainable businesses are identified and assisted back to profitability or closed.
6. Records Management	<ul style="list-style-type: none"> • Develop and implement a document and records management system (DRMS). • Develop a set of document naming conventions. • Provide training to KAC staff in the use of the DRMS. • Develop a records access and archiving policy. 	<ul style="list-style-type: none"> • Corporate records are managed as required by the CATSI Act • Corporate records are securely stored, searchable, and accessible by appropriate staff.
7. Stakeholder Management	<ul style="list-style-type: none"> • Maintain and enhance partnerships and agreements with stakeholders to ensure that KAC interests are recognised and protected. • Engage with Business Unit Managers as appropriate to review and update budgets and manage variations. 	<ul style="list-style-type: none"> • All Contracts relating to service delivery (eg Accounting, Human Resources, Information Technology) are managed and renewed / replaced as needed. • Budgets are reviewed quarterly. • Variances are explained and managed.
8. Staff Responsibilities	<ul style="list-style-type: none"> • Prepare a succession plan which will identify, train and mentor a Kokatha person to assume the role of Corporate Services Manager. • Assist Business Unit Managers with the onboarding of new staff. • Assist Business Unit Managers with the performance management of staff. • Manage the performance of the Corporate Services Unit staff. • Provide / arrange training and mentoring for staff. 	<ul style="list-style-type: none"> • A succession plan is developed to transition the Corporate Services Manager position to a Kokatha person within three years. • New staff are onboarded in accordance with current procedures. • Staff performance issues are identified early and managed appropriately. • Non performing staff are given opportunities to rectify issues and where necessary provide with letters of show cause for administrative action including termination.
9. Compliance	<ul style="list-style-type: none"> • Develop and maintain a thorough understanding of the Corporation Rule Book. 	<ul style="list-style-type: none"> • Nil compliance issues.

	<ul style="list-style-type: none"> • Comply with all relevant legislation and regulatory standards. • Ensure all KAC practices are professional, ethical, and comply with relevant legislative requirements and professional standards. 	
10. Reports and Statistics	<ul style="list-style-type: none"> • Ensure that management, statistical and other reports are provided to relevant stakeholders on organisational, program and statutory requirements including analysis, reporting of results and supporting recommendations. 	<ul style="list-style-type: none"> • Accuracy and timeliness of qualitative reports • Accuracy and timeliness of statistical reports

Key Challenges:	Person Specification:
<ul style="list-style-type: none"> • Maintain an appropriate balance of in-house and outsourced corporate services. • Deliver timely and accurate financial advice to the Directors and Chief Executive Officer. • Comply with the requirements of the Corporations (Aboriginal and Torres Strait Islanders) Act 2006 [CATSI Act] • Comply with all requirements of the Corporation Rule Book. • Comply with the reporting requirements of the Office of the Registrar of Indigenous Corporations. • Improve budget development, monthly reporting, variance management for all business units. • Develop current FY phasing for income and expenditure • Develop a three year forward forecast for all business units. • Ensure value for money is obtained for all outsourced services. 	<p>Qualifications & Experience –</p> <ul style="list-style-type: none"> • An Australian accounting or bookkeeping qualification is highly desirable. • A minimum of two years’ experience in financial management in a small / medium business environment. • Competent in the use of the Xero or MYOB accounting software packages. • Strong communication skills and the ability to engage with all stakeholders. • Demonstrated ability to lead and develop a team. • Competent user of Microsoft Office software, particularly Excel, Word and Outlook. • Ability to hold and maintain relevant security clearances such as National Police Check, Working with Children clearance etc. • Current valid Driver’s license, minimum of Class “C” or equivalent

I confirm I have read this job description and I understand the roles and responsibilities for this position.

I certify I have the qualifications and experience specified for this position.

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Employee Signature

_____ 2020
Date

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Print Name