



Position Description

Finance Manager – Blue Light Victoria Inc.

Background

Blue Light Victoria is a charity that delivers programs to young people across Victoria to build their resilience and wellbeing by encouraging healthy and safe choices.

Blue Light Victoria was established in 1976 through the formation of a drug and alcohol-free disco for young people. Popularity grew from this first disco, quickly spreading across the state with thousands of young people attending each year. These events were so popular that attending a Blue Light Disco was akin to a rite of passage and is often what we think of when we hear “Blue Light”.

Today Blue Light Victoria is much more than a disco. It is a vibrant charity that exists to ‘Inspire, Engage and Equip Young People to be their Best Self’. We support young people who are at risk of disengaging from school, their community or family, as well as those at risk of contact with the criminal justice system. We do this through a variety of programs and initiatives that increase connection, mental and physical wellbeing, and empowerment.

We work with an array of community stakeholders and have key partnerships with Victoria Police and other emergency services. The Chief Commissioner of Victoria Police, Shane Patton APM is our Patron.

Our work enables more than 12,000 young people to participate in a positive engagement activity or program across the state each year.

Our organisations values of Connection, Growth, Innovation and Respect are embedded in everything that we do. Everyone has a responsibility to promote and demonstrate our values. We have a conscious commitment to diversity, equity and inclusion and view these elements as essential to fulfilling our vision and mission. BLV listens to, learns from, and embraces the differences and perspectives of the young people, partners and communities that we work with.

BLV is a Child Safe Organisation; we are committed to a thoughtful and protective environment that supports young people to feel safe and respected.

Organisational Structure

BLV is governed by a Board of Directors. The Chief Executive Officer leads operational and strategic oversight of the organisation.

BLV has a state office, based at the Victoria Police Centre in Melbourne. The state office includes both paid staff and volunteers and is responsible for the delivery of school-based programs, training, and development and for providing support to our 21 branches

across the state. Branches provide a variety of initiatives for young people, including fitness and personal development programs, discos, camping programs and social enterprise initiatives,

including coffee carts and hospitality training. These initiatives are structured and supervised and cater to a wide range of ages and abilities.

About this Role

We are seeking a highly skilled and motivated Finance Manager to oversee our financial operations, ensuring transparency, integrity, and efficiency in all financial activities.

Key Responsibilities:

1. Financial Management:

- Oversee all financial operations including budgeting (whole of organisation and specific program areas), forecasting, and financial reporting (monthly reporting and quarterly deep dive).
- Prepare and present monthly, quarterly, and annual financial statements.
- Manage cash flow and ensure adequate funding for operational needs.
- Stakeholder management of and engagement with BLV external bookkeepers.
- Oversight of payroll.

2. Budgeting and Forecasting:

- Develop and manage the annual budget in collaboration with BLV Senior Leadership team.
- Monitor actual performance against budget and provide variance analysis.
- Prepare financial forecasts to assist in strategic planning.

3. Compliance and Auditing:

- Ensure compliance with all financial regulations and reporting requirements including BAS, IAS, PLSL, FBT, Workcover
- Coordinate and oversee annual audits and liaise with external auditors.
- Maintain up-to-date knowledge of financial legislation and best practices.

4. Grant Management:

- Manage financial aspects of grants, including budgeting, reporting, auditing and compliance.
- Track grant expenditures and ensure alignment with grant agreements.
- Prepare financial reports for funders and stakeholders.

5. Internal Controls and Risk Management:

- Implement and maintain strong internal controls to safeguard assets.
- Identify financial risks and develop mitigation strategies.

- Conduct regular reviews of financial policies and processes and recommend improvements.
- Member of the BLV Board Governance, Risk and Finance Subcommittee and attend meetings and provide reports as appropriate.

6. Team Leadership and Development:

- Provide training and support to staff on financial policies and procedures.
- Collaborate with other BLV managers and staff to support overall organisational goals.

7. Other tasks as required.

Requirements for Success:

- Education: Bachelor's degree in finance, Accounting, or a related field.
- Experience: Minimum of 5 years of experience in financial management, with some experience desirable within the nonprofit sector.
- Strong knowledge of accounting principles and financial regulations.
- Proficiency in Xero, Microsoft Excel and Microsoft Office Suite.
- Excellent analytical, problem-solving, and organisational skills.
- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Detail-oriented with a strong focus on accuracy.
- Ability to handle confidential information with discretion.
- Proactive and able to meet deadlines.

Reporting Structure

The Finance Manager will report to the Chief Executive Officer.

Hours and Basis of Employment

Part time – 2 days per week (15.2 hours). BLV supports a hybrid work environment.

Remuneration

Social, Community, Home Care and Disability Services Industry Award – Level 5