

## POSITION DESCRIPTION

Title: Finance Manager

Classification: HEW9

Reports to: Chief Operating Officer

Direct reports: Finance Officer, Finance

Coordinator, Accounts Clerk

Issue date: May 2022

## JOB PURPOSE

The Finance Manager is accountable for all administrative, financial, and risk management operations. The Finance Manager will develop and oversee financial strategy, the design and management of financial models for profitable services, metrics tied to strategy, and the ongoing development and monitoring of control systems designed to grow the organisation's assets and report accurate financial results. The Finance Manager proactively identifies issues, opportunities and solutions to ensure effective risk management, financial performance and sustainability, while leading Organisation-wide initiatives to improve financial literacy and planning.

## KEY RESPONSIBILITIES

### Planning and Strategy

- Assist in formulating the organisation's future financial direction and supporting tactical initiatives.
- Develop financial and tax strategies.
- Develop models, systems, and processes that maximise the financial performance of all revenue streams.
- Develop financial performance measures and monitoring systems that support the organisation's strategic direction.

### Operations

- Support and lead a high performing Finance team, ensuring positive behaviours, balanced allocation of duties, accountability and collaboration are nurtured and upheld.
- Assist the COO in financial decision-making.
- Manage the accounting, tax, and treasury functions of the organisation.

- Oversee the company's transaction processing systems.
- Implement operational best practices.
- Proactively report any material budget deviations
- Oversight, implementation, and maintenance of financial records management including both electronic and hardcopy records.

### Financial

- Ensure all required financial information is prepared and presented on time.
- Review and approve all filings with the ACNC.
- Prepare monthly financial statements for the CEO, COO and the Finance and Audit Committee.
- Monitor cash balances and cash forecasts.
- Ensure cash flow is appropriate for operations.
- Evaluate current finance systems and processes and ensure they deliver efficient and prudential commercial outcomes.
- Produce long-term financial plans and short team operational budgets that link to strategy and business requirements.
- Management of annual budgeting and quarterly forecasting process, considering alignment to the Company's growth strategy.
- Manage month-end and year-end close process, including monthly payroll and student revenue reconciliations.
- Ensure quality control over financial transactions and financial reporting.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Coordination of the external audit process and liaison with the Audit Office as required.

### Risk Management

- Understand and mitigate key elements of the organisation's risk profile.
- Construct and monitor reliable control systems.
- Maintain appropriate insurance coverage and oversee insurance claims and benefits.
- Ensure that the organisation complies with all legal, regulatory, contract, and grant requirements.

- Manage requests and information for external auditors.
- Ensure that record-keeping meets the requirements of auditors, the ACNC, ASIC, ACFID and other government agencies.
- Timely reporting of risk issues to the COO.
- Maintain relations with external auditors and investigate their findings and recommendations.
- Additional duties as necessary.
- Understanding of ethical practices, EEO and WHS policies.
- Perform other related duties as required.

#### QUALIFICATIONS / EXPERIENCE

- Full CA or CPA membership;
- Postgraduate qualifications in accounting or business administration, or equivalent business experience.
- A thorough knowledge of accounting principles and procedures, financial modelling, experience in creating financial statements tailored to the specific requirements of the organisation, and experience with general ledger and routine accounting processes.
- Demonstrable leadership skills and experience including the ability to manage change and build team capability.
- Demonstrable experience in financial accounting and corporate tax compliance such as statutory reporting, GST, FBT and Corporate taxes.
- Experience with general ledger functions and the month-end/year end close process.
- A high level of written and oral communication skill.

**KEY RELATIONSHIPS**

<b>Internal</b>	
Executive Leadership Team	Maintain strong relationships with the executive leadership team, providing timely support, advice, and recommendations.
Direct Manager	Provide strong and effective support to the COO, providing financial and strategic guidance.
Direct Reports	Maintain and nurture effective working relationships, providing support and direction where needed.
Heads of Departments	Develop and maintain effective working relationships, engaging and consulting in the delivery of organisational objectives
Students	NA
Colleagues	Develop and maintain effective working relationships.
<b>Stakeholders</b>	
Stakeholders	Develop and maintain effective working relationships.

**ACKNOWLEDGMENT**

I have read and understood this position description and I accept the key accountabilities outlined in this position description. I understand that this position description is used primarily for the purposes of position salary band evaluation, candidate information and as a reference point for performance agreements and reviews. This position description does not attempt to define specific tasks of the position.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_