



Finance Manager

TITLE:	Finance Manager
DEPARTMENT:	Finance
LOCATION:	13 Park Road, Speers Point NSW 2284
REPORTS TO:	Chief Executive Officer
START DATE:	

DIMENSIONS

• Number of direct reports	3
• Number of indirect reports	1

Purpose of Role

- The role of the Finance Manager is to provide stakeholders (primarily Management, the Board of Directors and Member Zones) with sound financial and strategic information on a timely basis.
- This includes supervision of all standard finance functions including accounts payable, accounts receivable, budgeting, payroll, cashflow management, taxation matters, monthly & annual reporting and audit.
- The Finance Manager will be responsible for providing instruction and assistance to subordinates as required, ensuring the efficient and effective daily operation of the business.
- The Finance Manager will be responsible for matters relating to risk management, and property assets.
- The Finance Manager will be the appointed Chairman of the WHS Committee and will assist the Chief Executive Officer in the monitoring employee health & safety.

Key Areas of Responsibility

- Responsible for maintaining the integrity of the company's accounting systems;
- Responsible for ensuring the financial and commercial operations of the company are aligned with the Strategic Plan and best practices;
- Oversee and provide assistance as required to the Finance professional on matters pertaining to the annual independent financial audit, including preparation of the annual financial statements & audit file;
- Responsible for implementing identified Internal Controls and Procedures, as well as liaising with the Audit & Risk Committee;
- Responsible for review and distribution of monthly board reports as prepared by the Finance professional;
- Responsible for preparing the annual budget, including providing assistance to the Managers as required;
- Responsible for GST, FBT, PAYG, Superannuation, Workers Compensation, and Payroll Tax obligations are appropriately discharged;
- Provide assistance to the Chief Executive Officer regarding matters relating to Human Resources;
- Responsible for Board presentation of Financial Report;
- Member of Executive Management Committee;
- Responsible for commercial contracts, insurance policy negotiations and preferred supplier agreements (PSA);
- Responsible for Business advisory services including member training on finance and accounting issues;
- Responsible for matters relating to the business premises, for example building maintenance and up-keep, liaison with property landlord, etc.

Key Outcomes will be measured against the Operational Plan's Strategic Objectives and Key Performance Indicators (KPI's) summarised below;

- As identified in the applicable Work Plan and annual Operational Plan.

Knowledge, skills and behaviour required

- Tertiary qualifications in Commerce or Business
- Hold membership with the ICAA or CPA
- Min 8 Yrs relevant experience in either commerce or public practise
- Strong analytical skills, ideally incorporating budget variance analysis
- High level of computer competency
- Experience with GSST / Activity Statements, Payroll Tax & Fringe Benefits Tax
- Experience with the preparation of audited financial statements
- Experience using Reckon Accounts (formerly Quickbooks) or MYOB
- Experience using MicroPay
- Strong communication skills (both written & verbal) with previous Board reporting & presentation experience
- Exceptional eye for detail
- Highly organised with excellent time management ability
- Customer Service focus
- Ability to work within a team as well as autonomously
- Motivated personality with hands on and involved approach to task accomplishment
- Developed level of personal and professional ethics.

Major interactions

- Chief Executive Officer
- Finance Professional
- Board of Directors
- Department Managers
- Staff
- Zone Administration Staff
- FFA

Unique Criteria

- Whilst not essential, a strong interest in the sporting industry (with a preference towards football) would be advantageous
- On a limited number of occasions there may be a requirement to perform tasks outside normal business hours, including attendance at scheduled Board meetings during the year

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