

Role Title: Finance Manager
Reports To: Chief Executive Officer
Direct Reports: Finance Officer (x1)

ABOUT THE ROLE

The Finance Manager provides efficient and effective finance support to the Chief Executive Officer including the management of the accounts receivable, accounts payable, payroll and accounting functions for the business. The role is responsible for the establishing the Annual Budget, running the End of Financial Year processes, and running the End of Month processes (including updating and processing all journals, bank account, investment and balance sheet items).

This role is also responsible for managing the Finance Officer, to ensure the delivery of high quality financial outcomes are achieved (including all audit requirements) whilst ensuring all legislative requirements are met.

KEY RELATIONSHIPS

Accountable to the Chief Executive Officer.

KEY ROLE OUTCOMES

1. Coordinate the preparation of the Annual Budget in consultation with the Chief Executive Officer and other stakeholders.
2. Coordinate the preparation of monthly reporting to the Board on cashflow, revenue, outstanding and bad debts, payment arrangements, returns, penalties and worker payments.
3. Monitor, administer manage and provide advice on fixed assets and depreciation schedules.
4. Process accounts payable including Worker and Staff PAYG, FBT and BAS payments and returns.
5. Process accounting tasks such as bank reconciliations, general journals and other balance sheet reconciliations.
6. Reporting to the CEO and Management and identifying any financial issues, anomalies and risks.
7. Initiate and update the development and review of financial management policies, process maps and work instructions.
8. Respond to industry enquiries in accordance with Client Service Standards.
9. Manage, train, coach and mentor the Finance Officer to support their development and delivery of high quality financial services, whilst ensuring appropriate service levels and legislative requirements are met
10. Coordinate financial workflow processes to achieve high performance including setting goals and service levels, allocating work, preparing and implementing actions plans to address backlogs and ensuring service levels are being met (by re-allocating work as needed).
11. Develop and maintain work activity spreadsheets and coordinate team reporting for both SAPLSL team meetings and for CILSL Board meetings.
12. Other duties as directed by the Chief Executive Officer.

TECHNICAL & PROFESSIONAL KNOWLEDGE

Essential





1. Demonstrated knowledge of contemporary accounting concepts, standards and structures.
2. Demonstrated knowledge of statutory reporting processes, including Audit and Treasury requirements and risk management and compliance procedures and guidelines relevant to a statutory authority.

COMPETENCIES - GENERAL

1. Well-developed interpersonal and verbal and written communication skills including expertise in effectively liaising a wide range of people and key stakeholders and preparing a range of reports.
2. Well-developed organisational skills, attention to detail and flexibility to respond to changing priorities.
3. Demonstrated ability to work independently under limited direction, co-ordinate, multi-task and prioritise work under pressure and organise time effectively in order to meet deadlines.
4. Demonstrated ability to exercise judgement and initiative in resolving problems of some complexity and providing solutions and advice where appropriate.
5. Ability to interpret and apply legislation consistently and equitably.




COMPETENCIES – TEAM MANAGEMENT

The team management competencies for this role are shown below with a brief explanation of what each competency covers and the indicators describing the types of behaviours expected.

| Competency | Description | Behavioural indicators |
|--|---|--|
|  Personal Attributes | Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning | <ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth, and develop and apply new skills Seek feedback from colleagues and stakeholders Stay motivated when tasks become difficult |
|  Relationships | Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives | <ul style="list-style-type: none"> Focus on providing a positive customer experience Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers Identify and respond quickly to customer needs Resolve complex customer issues and needs Cooperate across work areas to improve outcomes for customers |
|  Results | Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes | <ul style="list-style-type: none"> Seek and apply specialist advice when required Complete work tasks within set timeframes and standards Take the initiative to progress and deliver own work and that of the team Contribute to allocating responsibilities and resources to ensure the team achieves goals Identify any barriers to achieving results and resolve these where possible Proactively change or adjust plans when needed |
| | Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances | <ul style="list-style-type: none"> Understand the team objectives and align operational activities accordingly Initiate and develop team goals and plans, and use feedback to inform future planning Respond proactively to changing circumstances and adjust plans and schedules when necessary |
|  Business Enablers | Technology Understand and use available technologies to maximise efficiencies and effectiveness | <ul style="list-style-type: none"> Demonstrate a sound understanding of technology relevant to the work unit Use available technology to improve individual performance and effectiveness Make effective use of records, information and knowledge management functions and systems Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies |

Complementary competencies (aligned to our Values)

Complementary competencies are also important in identifying performance required for this role and development opportunities.

| Capability group/sets | Capability name | Description |
|--|--------------------------------|--|
|  Personal Attributes | Display Resilience and Courage | Be open and honest, be prepared to express your views, and be willing to accept and commit to change |
| | Act with Integrity | Be ethical and professional, and uphold and promote the PLSL values |
| | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives |
|  Relationships | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect |
| | Work Collaboratively | Collaborate with others and value their contribution |
| | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts |
|  Results | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions |
| | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines |

EXPERIENCE & QUALIFICATIONS

1. CPA or CA qualified.
2. Well-developed experience in a medium sized organisation undertaking and coordinating the processing of accounts payable and receivable transactions, end of month processing and financial report preparation.
3. Demonstrated (minimum of 5 years') experience in finance roles with a complete understanding of all financial transactions that are required to comply with all legislation and standards.
4. Demonstrated experience in leading employees to perform and deliver outcomes, including contributing to the leadership of a high performing workplace culture.
5. Experience in preparing and analysing financial and business data, financial compliance processes and budget processes and improving financial and administration policies and procedures.
6. Experience with accounting software (ie XERO).
7. Advanced skills in using electronic records management systems and the Microsoft Office suite including Excel, Word and PowerPoint.