

POSITION DESCRIPTION

TITLE:	Finance Manager	LOCATION:	Glebe Office
REPORTING TO:	Chief Executive Officer	DATE REVIEWED:	April 2021

WORKING RELATIONS

Direct reports:	Assistant Finance Manager
Key Internal Contacts:	Internal Arthritis Australia unit.
Key External Contacts:	Auditor, clients, suppliers, and external bodies such as the ATO, ASIC, OSR, ACNC, Investment advisers etc

ROLE PURPOSE

The Role of Finance Manager is to ensure delivery of timely and accurate accounting and financial information, analysis and commentary. Whilst ensuring robust controls are in place to ensure compliance with policies and procedures as well as all legislative reporting requirements along with continuous process improvements. Additionally, the role coordinates the annual budgeting process, detailed variance analysis, quarterly reforecasting and monitoring of the investment portfolio.

ESSENTIAL DUTIES / RESPONSIBILITIES

KEY RESULT AREAS (KRAs)	Duties
	<ul style="list-style-type: none"> • Ensure maintenance of financial/accounting procedures, controls and practices in line with legal, commercial and corporate requirements and obligations. • Ensure the security of financial systems and the integrity of audit trails. • Manage the annual budgeting and forecasting process in conjunction with the CEO. Ensure a robust model is in place and integrity of the information and liaison with other internal stakeholders. Also noting risks, significant variations, issues for attention, preparing forecasts and recommendation for improved financial performance. • Administer all facets of payroll. • Lead the annual external audit process and prepare statutory financial statements within agreed deadlines. • Provide strategic advice to the CEO and FAC on financial management. • Monitor corpus funds under investment in accordance with the investment policy.

Systems & Processes	<ul style="list-style-type: none"> • Prepare quarterly financial reports for Financial Administration Committee (FAC) and the Board. • Optimise systems to streamline/simplify the reporting process. • Monitor the distribution of funds to research grant recipients as per the signed agreements with the researcher's institution and ensure research funds are dispersed according to schedule. • Monitor the distribution of programme and project grants to Affiliate organisations and other institutions in accordance with agreed schedules. • Deliver accurate, comprehensive and timely financial reports to internal stake holders providing the appropriate insight, analysis and commentary for relevant projects. • Liaise with regulatory bodies as required. • Liaise with CEO for effective cost reduction initiatives for the organisation. • General ledger maintenance • Lead project and other activity costing including staff charge out rates, fees and charges and ensuring proper cost recovery. • Responsibility for taxation return preparation and lodgement, including but not limited to GST/PAYG, FBT and payroll tax, • Other responsibilities appropriate to the role as requested by the CEO/Board.
Accounting systems and Continuous Improvement/Professional Development	<ul style="list-style-type: none"> • Ensure accounting systems and processes are up to date, to delivering outcomes which enable the organisation to manage its finances and initiatives effectively. • Design and develop integrated and accountable financial processes. • Keep abreast of changes in accounting standard requirements. • Update, maintain and contribute to the ongoing improvement of business processes and systems. • Participate in regular and ongoing professional and personal development activities and company events as required.
Work Health and Safety	<ul style="list-style-type: none"> • Actively contribute to a safe and healthy work environment. • Ensure that self and any direct reports understand and adhere to any company policies and procedures.
Relationship Management	<ul style="list-style-type: none"> • Develop and maintain positive working relationships by applying effective communication strategies with the staff and external stakeholders. • Respond to all information requests from stakeholders in a responsive and professional manner. • Ensure timely and valuable advice and reporting within the organization. • Train and mentor Assistant Finance Manager.
Professional Accountability	<ul style="list-style-type: none"> • Be a role model for performing work at a consistently high standard. • Accept responsibility for actions and consequences of decisions.

PERSONAL SPECIFICATIONS

Qualifications:	<ul style="list-style-type: none"> • Recognised tertiary qualifications in Accounting • Membership of a professional accounting organisation such as CAANZ, CPA or similar
Knowledge, Skills & Experience:	<ul style="list-style-type: none"> • Strong technical financial accounting skills, including a solid understanding of Australian accounting principles. • Demonstrated experience and high level of skill in analysing problems, identifying and initiating workable solutions. • Experience with Reckon software and a high level of computer literacy, particularly Microsoft Office products. • Outstanding communication and negotiation skills. • Highly self-motivated with the ability to establish empathy, credibility and gain the confidence of a wide range of people from diverse backgrounds. • Confidential and discrete. • Accuracy and attention to detail. • Successfully lead, manage and guide the finance unit. • Manage effectively multiple priorities and deadlines. • Ability to work well as part of a small team.

OTHER

Hours:	Part time, 25-30 hours a week.
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ACCEPTANCE OF ACCOUNTABILITY

I understand that it is my responsibility to clarify any details of my Position Description that I do not understand with my manager. In signing this document, I accept the responsibilities of my role.

Employee Name:	Employee Signature	Date: ___ / ___ / ____
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