

POSITION DESCRIPTION

Job title:	Finance Manager
Reporting to:	Chief Operating Officer
Classification level:	RA level 5
Salary range:	\$130,000 to \$140,000 per annum plus superannuation
Term:	Full time, fixed term until 30 June 2024
Location:	Canberra
Reviewed:	September 2022

ORGANISATIONAL OVERVIEW

Reconciliation Australia is an independent, national, not-for-profit organisation promoting and facilitating reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is for a just, equitable and reconciled Australia.

POSITION PURPOSE

The Finance Manager is responsible for managing the financial accounting and reporting function for Reconciliation Australia. Reporting to the Chief Operating Officer, this position will also provide timely and accurate financial advice to assist with decision making, and the achievement of strategic and operational goals.

DUTIES

Financial accounting and reporting	<ul style="list-style-type: none"> Setting of budgets in consultation with program managers, COO and CEO. Financial month end process including fixed assets, balance sheet reconciliations and adjustment journals. Monthly reporting of financial results against budget including cost centre and legal entity reports (CEO reporting package). Quarterly reporting of financial results to the Audit & Risk Committee and Board. Financial forecasting and analysis to ensure funding instalments are effectively spent.
Payroll	<ul style="list-style-type: none"> Oversee the Payroll function to ensure accurate and timely payment of employee salary and benefits.
Cash and investments	<ul style="list-style-type: none"> Preparation of cash flow analysis. Management of investments including term deposits and Morgan Stanley investment portfolio.
External audit	<ul style="list-style-type: none"> Preparation of the annual statutory financial statements and project acquittal reports. Management of the external audit process to ensure an unqualified audit opinion is obtained.
Corporate governance	<ul style="list-style-type: none"> Management of the Audit and Risk Committee process. Support of Reconciliation Australia's corporate governance and Board secretarial function including maintenance of governance portal.

Taxation	<ul style="list-style-type: none"> • Management of organisation taxation requirements including lodgement of quarterly BAS returns and annual FBT return.
Financial controls and policies	<ul style="list-style-type: none"> • Implementation and monitoring of appropriate internal controls. • Ensure compliance with financial policies including delegations and procurement processes. • Continuous assessment and improvement of financial policies.
Fiduciary compliance	<ul style="list-style-type: none"> • Ensure all financial reporting and audit requirements within funding agreements are met. • Maintain master copies of agreements and ensure documents are properly executed.
Funding agreements	<ul style="list-style-type: none"> • Ensure all financial reporting and audit requirements within funding agreements are met. • Maintain master copies of agreements and ensure documents are properly executed.
Procurement	<ul style="list-style-type: none"> • Ensure the requirements of the Procurement Policy are met including assistance with the appropriate procurement method e.g. request for quotes (RFQ) and tenders. • Review and preparation of supplier contracts.
Management and leadership	<ul style="list-style-type: none"> • Management of an Accountant including coaching, performance management and skill development.
Other	<ul style="list-style-type: none"> • Provide financial/commercial insight and analysis to support decision making. • Undertake analysis to assist with strategic planning and operational reviews, including risk assessments and financial forecasting. • Undertake other tasks and roles as directed by the CEO and COO.

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<p>SELECTION CRITERIA</p> <p>Essential</p> <ol style="list-style-type: none"> 1) Extensive experience as a Finance Manager or Financial Controller with high level knowledge in financial accounting and reporting, payroll management and budget development. 2) Advanced literacy in financial accounting and payroll systems. 3) Thorough knowledge of sound financial management, accounting standards, and fiduciary requirements within the NFP sector. 4) A high level of accuracy, attention to detail and excellent time management skills. 5) Proven effective communication and interpersonal skills to enable professional and confidential interaction with a range of stakeholders. 6) Ability to work independently and take initiative, but also as an enthusiastic team player working collaboratively with other teams in Reconciliation Australia. 7) Experience managing, motivating and development of a small team of staff to achieve outcomes.

- 8) Commitment and willingness to learn about and contribute to reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.
- 9) Relevant tertiary qualifications in Accounting or Finance including CPA or CA status.

Desirable:

- 1) Experience working with Aboriginal and Torres Strait Islander peoples and communities and senior stakeholders.

Cover Sheet

Position Title:		
Personal Details		
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other: Please Specify		
Surname:		Given Names:
Email:		
Postal Address:		
Suburb:	State:	Postcode:
Telephone:		Mobile:
Other Details		
Do you wish to identify as an Aboriginal and/or Torres Strait Islander person? Yes / No		
Do you wish to identify as a person from a culturally and linguistically diverse background? Yes / No		
Are you an Australian citizen? Yes / No		
If No, do you have valid and current Australian working rights: Yes / No		
Have you previously attended an interview with Reconciliation Australia: Yes / No		
Referee 1:		Referee 2:
Name:		Name:
Title:		Title:
Working Relationship:		Working Relationship:
Length of Relationship:		Length of Relationship:
<u>Contact Details:</u>		<u>Contact Details:</u>
Phone:		Phone: Email:
Email:		
How did you hear about this vacancy?		