

Finance Manager

Position Description



Reporting GM Corporate Services	Location Kalimna	Hours FTE 1.0	Contract Ongoing	Reports 2	Job Level Manager
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Aboriginal and Torres Strait Islanders Encouraged to Apply

Role Purpose

The Finance Manager oversees the financial management of the organisation. This position is responsible for overseeing and management of day-to-day financial operations including accounts receivables, accounts payable, payroll, budgeting, reconciliations, financial analysis and reporting, cash flow management and ensuring financial compliance.

The Role



Manage financial processes to ensure compliance with financial regulations, standards and within organisational timeframes



Provide financial insight, analysis and training to develop business performance of the organization.



Conduct detailed financial analyses to influence strategic decisions including preparation of monthly, quarterly, and annual financial reports.



Lead and manage the finance team to achieve organisational goals.



Coordinate budgeting processes and develop performance measures that support the organisations strategic direction.



Implement frameworks, systems and strategies for financial management and reporting, budgeting, and investment.

Other Requirements

- Undertake all work in a safe responsible manner using the correct safety practices to comply with relevant OHS legislation and company policy
- Although we may offer work flexibility to work from home, the employer can direct you to return to the office
- Role Model the GLaWAC values and inspire the team to do the same.
- Requirement for 3 x Covid-19 vaccinations
- Current Victorian Manual Driver's Licence
- Mandatory random Drug and Alcohol Testing (Policy Agreement)
- Working With Children Check and/or Police Check
- Other duties as required

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Essential Skills/Experience

- Leadership and people management experience.
- Bachelor's degree in Finance, Accounting, or related demonstrated experience.
- Excellent communication and customer service skills.
- Proficiency in financial and management accounting.
- High level stakeholder relationship management experience
- Excellent communication, presentation and reporting skills
- Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture
- Demonstrated capacity to plan, coordinate, organise and deliver work in a self-motivated manner
- Commitment to your work and team
- Commitment to complete mandatory training

Core Leadership Capabilities

1. Cohesive - have each other's backs
2. Cultural - have the REAL conversations
3. Courageous - Be respectful and safe
4. Persistent - Be committed to the purpose and lead by example