

# Finance Manager

## Position Description



<b>Reporting</b> ED Corporate Operations	<b>Location</b> Kalimna	<b>Hours</b> Full time	<b>Contract</b> Fixed Term 12 months	<b>Reports</b> 2	<b>Job Level</b> Manager
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**Aboriginal and Torres Strait Islanders Encouraged to Apply**

## Role Purpose

The Finance Manager is responsible for the oversight and management of day-to-day financial operations. This includes accounts receivable, accounts payable, payroll, budgeting, reconciliations, financial analysis and reporting, cash flow management and financial compliance.

## The Role



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



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



Conduct detailed financial analyses to influence strategic decisions. Prepare monthly, quarterly, and annual financial reports.



Coordinate budgeting processes and develop performance measures that support the organisation's strategic direction.



Lead and manage the finance team to achieve organisational goals.



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

## 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.

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### Other Requirements

- Role model the GLaWAC values and inspire the team to do the same.
- Undergo vaccinations where applicable.
- Current Victorian Manual Driver's Licence.
- Mandatory random Drug and Alcohol Testing (Policy Agreement).
- Working With Children Check and/or Police Check.
- 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.
- Other duties as required.

### 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