

Position Description

Position title	Finance Manager
Tenure	Fixed Term 15 - 20 hours per week
Reports to	Directors
Salary Range	\$130 - \$140K p.a. (pro-rated accordingly)

Position Summary
<p>The Finance Manager is responsible for the co-ordination and management of all aspects of the accounting and financial reporting. The role involves developing and maintaining a trusted relationship with the leadership team, taking a proactive role in understanding the business environment and providing strategic financial advice.</p> <p>The role requires strong accounting, team management, business acumen and process improvement skills to ensure the most effective outcomes for the business. As a senior member of the management team this role is pivotal and will report to the Directors.</p>

Responsibilities
<p>Professional:</p> <ul style="list-style-type: none"> • Oversee the day to day financial management of the business and projects across: <ul style="list-style-type: none"> - financial control - management accounting - project accounting - AP/AR - credit control - payroll • Managing the performance, operation and activity of the in-house Accountant • Preparation and lodgement of BAS's and FBT returns • Preparation and delivery of monthly and annual management reporting including comprehensive reconciliation of all balance sheet accounts • Ongoing review of cash flow and production of forecasts • Preparation and management of annual budgets for profit & loss, cash flow and forecasts • Liaison with external consultants e.g. accountants and lawyers regarding company secretarial matters • Manage insurances e.g. Professional Indemnity, Public Liability, Building & Contents, Travel, Motor Vehicle, Life, Income Protection • Identify and implement improvements in efficiencies and processes across the finance and accounting department whilst ensuring integrity of financial information • Ensure compliance with all financial regulations • Provide advice on contract and consultancy agreements

- Contribute to the evaluation and development of business strategy and performance in association with the Directors
- Ensuring financial controls, processes and procedures are current and effective to support business growth
- Work with project leaders re project costs vs billing and performance of projects

Behaviors:

- Excellent verbal, written communication skills
- Outstanding personal presentation
- Team player who can build rapport, show initiative and has excellent problem solving skills
- Work collaboratively with other key personnel to achieve business goals
- Contribute to continuous improvement and encourage individuals to identify opportunities and solutions to improve service delivery.
- Strong client service delivery skills
- Think and act one step ahead to deliver best practice accounting processes and financial performance

Key Selection Criteria

- Appropriate 10 years' experience (with minimum 3 years' experience in Australia)
- CPA or CA qualified
- Accounting Degree Qualifications
- Working knowledge of ERP systems
- Advanced level of MS Excel
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- Multi Systems expert
- High attention to detail
- High level communicator