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## **POSITION DESCRIPTION**

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| **POSITION TITLE:**  FINANCE MANAGER | **LOCATION:**  SOUTHPORT |
| **REPORTING TO:**  GENERAL MANAGER – CORPORATE SERVICES | **DEPARTMENT:**  CORPORATE SERVICES |

PURPOSE STATEMENT

The primary purpose of this position is the responsibility for the management, preparation and reporting of all aspects of Finance within BUSY At Work.

**OUR VISION**

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

Our mission

* To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
* To provide bridging assistance where government and community resources are lacking.
* To assist new and existing businesses to grow and prosper through effective workforce planning.
* To create and maintain partnerships with other providers, industry groups and governmental agencies

Our values

* **Inclusive:** People of all communities coming together as one team for common goals
* **Excellence:**  We always strive to exceed
* **Resilience:**  Equipped to meet challenges and exceed
* **Integrity:**  We act with honesty and sincerity
* **Innovation:**  Embracing new ideas and technology to stay ahead of change

REPORTING

This position reports to the General Manager – Corporate Services

PRIMARY DUTIES

* Manage all aspects of Finance Department within BUSY Inc. including Financial Accounting, Management Accounting, Budgeting, Taxation, Payroll and Cash flow forecasting;
* Ensure the accuracy and timeliness of monthly financial and management accounting information;
* Prepare the annual Budgets in conjunction with the Executive and work with department Managers to support budget management throughout the financial year;
* Leadership and Management of Finance team members;
* **Allocate, supervise and mentor the workload of the finance team to ensure allocated projects and work flows progress smoothly and efficiently;**
* **Assist in the preparation of board papers including commentary;**
* **Prepare the statutory accounts for BUSY Inc. and other financial reports on a consolidated basis;**
* **Ensure all financial information and reporting is provided in a timely and accurate manner;**
* **Work as a leader of the Corporate Services team in line with organisation values;**
* **Provide business analysis in relation to program KPI’s, prospective tenders and areas for additional cost saving or revenue generation;**
* **Manage the asset register and asset valuations;**
* **Manage maintenance of general ledger so that all entries are finalised in a timely manner;**
* **Assess, monitor and reconcile all claims received, made and outstanding;**
* **Any other duties as required by Chief Operating Officer.**

**KNOWLEDGE, SKILLS & EXPERIENCE:**

* **Strong communication and well-developed interpersonal skills;**
* **Well-developed leadership skills with the demonstrated ability to develop staff;**
* **Previous experience in a similar role, including sound knowledge of financial practices;**
* **Initiative and motivation to positively progress tasks;**
* **Excellent organisational and time management skills including the ability to manage priorities and meet deadlines within established timeframes;**
* **Ability to work independently and as part of a team;**
* **Fine attention to accuracy and detail;**
* **Strong Microsoft Excel skills;**
* **Intermediate or better ability with other Microsoft Office software programs including: Outlook, Word, Access and PowerPoint;**
* **Experience with Navision preferred, but not essential;**
* **Sound knowledge of accounting principles in a Not-for-Profit environment.**

**QUALIFICATIONS:**

* Relevant tertiary education (e.g. Business, Finance or Accounting degree) and professional Accounting qualification i.e. CA or CPA.

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_