



## JOB DESCRIPTION

<b>Date:</b>	25 May 2017
<b>Job Title:</b>	<b>FINANCE MANAGER</b>
<b>Responsible to:</b>	Executive Chairman
<b>Responsible for:</b>	N/a
<b>Key Relationships:</b>	Executive Chairman Business Development Manager Operations Manager Reception Centre Supervisor Tour Guide/ Programs Co-ordinator Laboratory Co-ordinator Café Co-ordinator (Winter Hours) Museum providers' eg insurance broker, bank manager and auditor Board members Carol Trewick, Bruce Collins and William Wavish Society members Tour Guides Other staff members and Dig Co-ordinator

### 1. Job Context

The **Australian Age of Dinosaurs Museum of Natural History** (the Museum, also known as AAOD) is a not-for-profit museum based in Winton, regional Queensland. Its purpose is to discover, prepare, interpret and display dinosaur fossils and tell the story of Australia's natural history. The Museum is dedicated to delivering a world-class attraction that educates and inspires its visitors, providing them with a unique Australian experience. AAOD has the world's biggest collection of Australia's largest dinosaur fossils and the most productive fossil preparation laboratory in the Southern Hemisphere. The Museum is open six days a week from October to March (Summer Hours) and seven days a week from April to September (Winter Hours) excluding Christmas and Boxing Days.

AAOD manages the **Dinosaur Stampede at Lark Quarry Conservation Park** (the Park) for the Queensland Parks and Wildlife Service and the Winton Shire Council (the Council). The Park represents the most concentrated site, and only definitive record, of dinosaur stampede behaviour in the world. Situated 110km south-west of Winton, this visitor attraction is the largest trace fossil site in Australia. The Dinosaur Stampede is open the same hours as the Museum.

### 2. Job Purpose

The position of **Finance Manager** exists to:

- Manage Museum finances

- Manage Museum payroll and staff-related administration
- Manage Museum budgeting, business planning and Board reporting
- Manage Museum-wide risk
- Support Museum operations.

### 3. Key Output Areas

The following key output areas represent the responsibilities of the job-holder. From these, agreed performance standards will be established and monitored. These key outputs are not exhaustive. They reflect the current environment and it is recognised that they will be subject to variation dependent on internal and external change.

#### 1. Manage Museum finances

This will be achieved by:

- Taking full responsibility for the Museum's financial compliance and safety at all times
- Ensuring that all existing financial policies, procedures and practices, including the Cash Handling Policy & Procedures and the Delegations Policy, are complied with at all times
- Agreeing with the Executive Chairman on priorities for developing additional financial policies and procedures and taking responsibility for their preparation and implementation
- Managing all incoming money and ensuring it is banked and correctly accounted for
- Ensuring all receipts are issued for donations, tagged donations are tracked and donations are held and expended correctly
- Ensuring creditors are paid in a timely and accurate manner
- Managing and reporting on debtor invoices, including invoices for group tours and functions and ensuring all payments are received in a timely manner
- Preparing and entering necessary journals into the general ledger
- Liaising with the Dig Co-ordinator to ensure monies are collected and deposited for digs
- Undertaking credit checks on all new clients and completing and arranging execution of credit applications
- Monitoring aged creditors and debtors and following up where necessary
- Ensuring all ATO returns, eg PAYG, GST and BAS, are prepared accurately and filed on time
- Ensuring compliance with State and Federal tax authorities and payroll-related law
- Managing all MYOB Account Right set-up, inputting to and reporting from the software, including stock write-offs and giveaways
- Ensuring all Society membership information is exported from MYOB Retail Manager to MYOB Account Right, or updated *ad hoc* in an accurate and timely manner
- Managing the Society membership renewal and Journal distributions processes; reviewing membership operation with Business Development Manager and Executive Chairman annually before renewals are processed
- Managing all EFTPOS set-up and operations, in consultation with the Business Development Manager
- Completing all MYOB Account Right and bank reconciliations, on a timely basis every month
- Reviewing all monthly reconciliations including cash floats and petty cash and bank reconciliations
- Preparing end-of-year accounts, ensuring all financial records are ready for the annual audit and working with any external accountant, the auditor and any involved Board members to answer queries related to the audit; ensuring audited financial statements are ready in time for the AGM
- Assisting the Company Secretary with AGM and other documentation and returns as required
- Considering, with the Executive Chairman, any recommendations from the auditor and agreeing action to be taken

<ul style="list-style-type: none"> <li>• With the Business Development Manager, oversee the effective operation and integration of MYOB Account Right, MYOB Retail Manager, EFTPOS operations and online sales</li> <li>• Supporting the Business Development Manager in sourcing and developing an integrated front-of-house system at the Museum (including data inputting and updating, staff training and correct usage, stock analysis, reporting end-of-month stock levels, reporting monthly and annually on Shop and Cafe financial performance)</li> <li>• Supporting the Reception Centre Supervisor with processes and stock taking including the end-of-financial-year stock take</li> <li>• Placing and processing all orders relevant to responsibilities and monitoring accuracy and proper documentation of ordering done by other staff, particularly relating to MYOB Retail Manager</li> <li>• Working with the Business Development Manager to monitor the efficient operation of telephone and online orders through the web-based Shop and processing online sales income</li> <li>• Processing all financial aspects of Museum programs, supporting other managers and co-ordinators in the smooth running of the programs, eg education and Prep-A-Dino</li> <li>• Overseeing the performance of staff entering finance/sales data and working collaboratively to ensure that all necessary functions are completed accurately and within any agreed deadlines</li> <li>• Supporting the Executive Chairman with planning and delivery of capital projects, as required, including grant applications</li> <li>• Being responsible for grant expenditure and acquittal in consultation with Executive Chairman</li> <li>• Maintaining a Museum asset register and recording capital expenditure appropriately</li> <li>• Ensuring all general office administration is run effectively and efficiently.</li> </ul>
<p><b>2. Manage Museum payroll and staff-related administration</b></p> <p>This will be achieved by:</p> <ul style="list-style-type: none"> <li>• Being familiar with relevant legislation, regulations, case law and Fairwork guidelines including pay, leave, employee entitlements, Awards and agreement and end-of-employment matters</li> <li>• Advising on and assisting with staff planning, costing and recruitment, processes and issues as required by the Operations Manager</li> <li>• Ensuring all employees are set up correctly in the payroll system and paid fortnightly via internet banking and entering required journals into MYOB Account Right</li> <li>• Ensuring timesheets are completed and authorised correctly and that TIL, overtime and leave are correctly recorded</li> <li>• Monitoring and reporting to other managers and Executive Chairman on staffing expenses against the monthly and annual budget</li> <li>• Inducting new staff members into the Museum payroll and leave procedures, cash handling and other financial and staff-related processes, as required</li> <li>• Processing leave applications (authorised by appropriate managers) and updating the roster</li> <li>• Maintaining staff leave, superannuation, medical insurance, union records and other records relating to staff wage or payroll information and ensuring all employee information remains confidential with records stored in a secure environment at all times</li> <li>• Working with the Operations Manager, as required, on the establishment, maintenance and compliance with the Museum's human resources-related policies, procedures and forms</li> </ul>
<p><b>3. Manage Museum budgeting, business planning and Board reporting</b></p> <p>This will be achieved by:</p> <ul style="list-style-type: none"> <li>• Overseeing the inputting of the annual budget, with monthly estimates as advised by the Museum, to MYOB Account Right and setting up monthly reports against the budget in the format required by the Museum Board</li> </ul>

<ul style="list-style-type: none"> <li>• Being responsible for annual operating budget development (in consultation with other managers and Executive Chairman) and monitoring and delivering monthly operational results to the Executive Chairman and Museum managers so that, overall and within areas of responsibility, income is achieved and expenditure is not exceeded</li> <li>• Preparing one-off budgets and costings, monitoring and reporting against same as required</li> <li>• Monitoring financial performance of individual programs and tour products, reviewing same with other managers annually and making recommendations for change</li> <li>• As required, reviewing budgets or costing prepared by managers for new projects or activities</li> <li>• Being responsible for annual Business Plan development (in consultation with other managers and Executive Chairman) and reporting to the Board as required on delivery of objectives in line with allocated responsibilities and deadlines</li> <li>• Preparing monthly Board reports on all responsibilities to agreed format for bi-monthly board meetings including preparing forecasts and statements as required and analysis of operational performance over the period (unders and overs and including any significant observations).</li> </ul>
<p><b>4. Manage Museum-wide risk</b> This will be achieved by:</p> <ul style="list-style-type: none"> <li>• Being responsible for the on-going delivery and development of the Museum-wide Risk Management Plan (with support of other managers and in consultation with Executive Chairman)</li> <li>• Managing risk within areas of responsibility including financial risk and all insurances (in consultation with Carol Trewick and InterRisk)</li> <li>• Ensuring that Museum insurances including WorkCover are kept up-to-date and renewed annually, and that Inter-Risk receives any relevant notifications.</li> </ul>
<p><b>5. Support Museum operations</b> This will be achieved by:</p> <ul style="list-style-type: none"> <li>• Encouraging staff to achieve high standards of behaviour and work and being a positive role model</li> <li>• Preparing and delivering training sessions on areas of responsibility, eg cash handling</li> <li>• Assisting with development of, and compliance with all policies, procedures and rules and maintenance of the Policies &amp; Procedures Manual, as required</li> <li>• Contributing to regular management meetings, minute taking, reporting and projects</li> <li>• Assisting with the establishment of performance standards for the role and reviewing performance with the Executive Chairman at least on an annual basis</li> <li>• Identifying, completing and evaluating training and personal development opportunities, including participation in Museum training as required</li> <li>• Assisting with care and maintenance of Museum grounds, buildings and other assets as required</li> <li>• Liaising with other managers and the Executive Chairman on internal communications</li> <li>• Complying at all times with all government legislation, regulations, by-laws and other rules</li> <li>• Completing or assisting with other duties as agreed.</li> </ul>

#### 4. PROFILE OF AN IDEAL FINANCE MANAGER

The following job competencies, qualifications and experience represent an ideal applicant. It is recognised that not all candidates will meet all criteria.

##### (a) Job Competencies

**Knowledge**

- In-depth working knowledge of MYOB Account Right and MYOB Retail Manager required
- In-depth working knowledge of Microsoft Office Word and Excel
- In depth working knowledge of accounts payable invoice and payment processing
- In-depth working knowledge of accounts receivable invoicing and receipt processing
- Working knowledge of budgeting, general ledger accounting, journal processing and general ledger reconciliations
- Working knowledge of P&L, balance sheet and cash flow generation
- Working knowledge of PAYG, GST and BAS statements
- Working knowledge of work health and safety legislation and good practice
- Working knowledge of HR procedures including recruitment, employment and termination processes and payroll

**Skills**

- Strong budget setting and monitoring, and financial analysis skills
- Strong numerical and statistical abilities
- Open, honest and clear communication skills, verbal and written
- Ability to think conceptually, research options and make recommendations
- Ability to work to timely deadlines and project timelines
- Ability to explain complex tasks or information

**Behaviour**

- A caring co-operative nature and willingness to help others succeed
- Capacity to cope comfortably with multiple issues and tasks
- A high level of mental efficiency and self-organisation
- Embracing and contributing to implementing and embedding change
- Ability to lead and inspire others
- Self-motivation and enthusiasm to pursue agreed goals
- Social skills appropriate to establishing successful relationships
- Personal integrity necessary to establish long-term credibility and trust

**(b) Qualifications**

The position will require:

- Accounting-related qualification well regarded
- Business management qualification well-regarded

**(c) Experience**

The position will require hands on:

- Experience managing in a not-for-profit environment, particularly a museum or tourist attraction (well-regarded but not essential)
- Experience in understanding and interpreting financial results
- Experience in report writing, project development, presenting to board members
- Experience in payroll processing
- Experience in accounts payable and accounts receivable
- Experience preparing P&Ls, balance sheets and cashflow forecasts
- Experience preparing and presenting budgets
- Experience using MYOB Account Right

**Agreed:**

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Job Holder

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Executive Chairman

Dated: .....