

Position Description

Finance Manager



STAFF MEMBER:

POSITION: FINANCE MANAGER
REPORTS TO: Head of Finance & Governance
DIRECT REPORTS: Management Accountant
Finance Officer

POSITION DESCRIPTION:

Reporting to the Head of Finance & Governance, the Finance Manager is responsible for the overall management and integrity of the finance function, and will play a key role in financial investment management, reporting, budget planning and strategic financial oversight of the WCH Foundation. The role also includes day-to-day office management.

This role is also responsible for the oversight of direct reports of Management Accountant and Finance Officer.

PRINCIPLE RESPONSIBILITIES:

1. Team Management
2. Accuracy and integrity of financial records
3. Manage budgeting, forecasting & reporting across the whole organisation
4. Data analysis, interpretation and strategic application
5. Regulatory Compliance
6. Investment Management
7. Payroll & Office administration

DETAILED RESPONSIBILITIES

1. Team Management
 - Day to day management, support and mentorship of Management Accountant and Finance Officer (the finance team)
 - Lead, manage and coach the finance team to ensure that all staff work in close collaboration to identify opportunities, enhance relationships and maximise efficiencies
 - Lead by example to ensure that the finance function supports fundraisers in their understanding of financial success.
 - Review and approve appropriate learning and development opportunities for the Finance Team
 - Setting of team and individual KPI's through consultation with direct reports and Head of Finance & Governance

2. Accuracy and integrity of financial records

- Develop, maintain and implement suitable policies to optimise the financial management and internal controls of the organisation including Internal Controls Policy and Delegations Policy.
- Ensure accounting and administration systems operate in accordance with WCH Foundation policies, relevant accounting standards and taxation legislation, maintaining the highest level of compliance.
- Oversee the timely and accurate processing of transactions through the accounting systems, ensuring all entries are recorded correctly.
- Conduct thorough reviews of monthly reconciliations to validate the integrity of the accounting systems and identify any discrepancies prior to approval of all transactions into the general ledger.
- Review the operation of Accounts Payable and Accounts Receivable
- Review of key reconciliations including 'Unallocated Restricted' and 'Philanthropic Grants and Restricted Funding Tracking' to ensure accuracy and ensuring this is reflective of the strategic objectives of the organisation.
- Champion ongoing continuous improvement initiatives across the finance and payroll functions, fostering a proactive approach to enhancing processes and systems.

3. Manage budgeting, forecasting and reporting across the organisation

- Review end of year financial reports to ensure compliance with appropriate accounting standards
- Lead the Management Accountant during the year-end audit process, offering support and ensuring all financial documentation is accurate and complete prior to audit submission.
- Lead the annual budgeting process, continuously updating forecasts to reflect predicted outcomes.
- Drive continuous improvement of financial reporting formats and analysis to achieve clear and concise reports tailored to the benefit of the users and their decision-making.

4. Data analysis, interpretation for strategic application

- Prepare and present monthly performance reports for WCH Foundation Senior Leadership team providing analytical reflections that can be used to inform strategic decision-making and drive organisational goals
- Preparation of short and long term financial plans to inform Senior Leadership team to drive the financial health and sustainability of the WCH Foundation, informing strategic goals of the WCH Foundation.
- Review and report on the Operational Reserves Ratio and ensure compliance with the Investment Policy, providing insights into financial health and risk management.
- Prepare monthly reports on investment performance, including detailed forecasts, budget comparisons, and variance analysis to support strategic financial planning.
- Actively contribute as a member of the Leadership Focus Group, collaborating with peers to align data insights with organisational strategy, risk mitigation and initiatives.

5. Regulatory Compliance

- Review and ensure accuracy of monthly BAS statement and lodge with ATO.
- Review and ensure accuracy of FBT return and lodge with ATO.
- Review and ensure accuracy of Franking Credit Return.
- Review annual ACNC compliance returns and other declarations as required, ensuring all submissions meet regulatory standards.
- Coordinate and provide advice on various GST treatments as required, ensuring the WCH Foundation remains compliant and informed on best practices.

6. Investment Management

- Annually review and update investment-related policies, ensuring they remain relevant and effective in guiding the WCH Foundation's investment strategies.
- Coordinate monthly review meetings with Managed Investment Advisor, providing exceptional communication regarding investment risk profile and strategic recommendations.
- Conduct review of investment advisors, including a thorough assessment of their performance and a tender process as necessary to ensure alignment with the WCH Foundation's strategic objectives and investment goals
- Manage short term and long-term cash flow requirements of the WCH Foundation to ensure liquidity and financial stability, communicating and coordination of withdrawals from investments in accordance with delegations policy and investment policy with Senior Leadership and directors.
- Review monthly Managed Investment reconciliations to ensure accuracy.
- Manage day to day WCH Foundation's rental property investments, including tenant relations and maintenance.

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- Arrange valuations of investments as required for financial reporting.
- Oversee the daily operations of the Queen's Head car park in collaboration with the Finance Officer, ensuring efficient management and revenue generation.
- Actively participate in the strata corporation activities for Kermode Car Park on behalf of WCH Foundation, fostering collaborative relationships with stakeholders.
- Review quarterly MCCP distribution calculation and invoice approvals to ensure accuracy.

7. Payroll & Office Administration

- Ensure the provision of a robust and reliable payroll service maintaining compliance with relevant regulations and legislations.
- Conduct thorough reviews of the fortnightly payroll to ensure accurate and timely processing of employee compensation.
- Oversee fortnightly staff time allocations and payroll journals to ensure accuracy and integrity
- Monitor and report building maintenance concerns to the landlord / property manager
- Oversee day to day office administration with Finance Officer (office stationery, kitchen suppliers, phone coverage, office clean up days)

PERSON SPECIFICATION

Essential

- Tertiary qualifications in accounting and CA/CPA qualifications and current membership
- 2-3 years experience in a Finance Manager or similar role
- Superior analytical skills
- Excellent interpersonal communication skills, ability to motivate and mentor others
- Ability to prioritise tasks, accept change and remain effective.
- Ability to work to deadlines and within time constraints when necessary.
- Ability to work unsupervised and to achieve deadlines and targets.
- Proficiency in Microsoft Suite and experience in maintaining database systems.
- Experience in working within an effective team and ability to work in an environment based on communication and trust.

Desirable

- Previous experience with Managed Investments

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- Previous experience working in a not for profit environment.
- Current South Australian driver's licence.

OTHER DUTIES

- Contribute to the preservation and protection of the WCH Foundation's corporate knowledge through accurate and effective record keeping and use of the relationship management database.
- Contribute to a safe and healthy work environment, free from discrimination and harassment by adhering to the provisions of the relevant legislative requirements including Equal Employment Opportunity and Work Health and Safety, the Code of Conduct and organisational policies.
- Must be prepared to attend relevant meetings with staff and educational activities as required and to participate in the appraisal process.
- Must be prepared to attend WCH Foundation Board and Committee meetings as and when required.
- Must be prepared to attend WCH Foundation events as and when required.

SPECIAL CONDITIONS

- Some out of hours work will be required and allowance for this has been built into the negotiated hourly rate. Significant additional time may be taken as time off in lieu as negotiated in advance with the CEO.
- May be required to travel intra/interstate.
- Employment is dependent on consent to undergo a Working with Children Check prior to commencement and when expired.
- Employment is dependent on satisfactory National Police Check at commencement and every 3 years.
- A current valid driver's licence is essential.

PERFORMANCE & SALARY REVIEW PROCESS

Remuneration levels are based on experience and performance achieved within the salary range identified for each position. Performance will be assessed on the relative achievement of the Key Result Areas as agreed above. Informal market reviews will be conducted from time-to-time to ensure the remuneration is competitive.

Performance reviews will be conducted annually.

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Finance Manager

Date:



Chief Executive Officer

Date: