



**FINANCE MANAGER**  
**JOB & PERSON SPECIFICATION**

**April 2021**

# JOB SPECIFICATION

**POSITION TITLE:** Finance Manager  
**DEPARTMENT / BRANCH:** Finance & Treasury  
**REPORTS TO:** Chief Financial Officer

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## ACCOUNTABILITY STATEMENT

The Finance Manager reports to the Chief Financial Officer and is accountable for;

- leading the Accounting team and provide support to the Treasury team for accounting related matters.
- overseeing accounting & finance activities with a primary focus on the preparation, analysis & reporting of financial information to both internal & external stakeholders.
- working closely with the Executive team to manage annual planning/budgeting and monthly forecast processes.
- ensuring the Credit Union meets the requirements of regulatory reporting and compliance (ASIC, APRA & ATO).
- continuous improvement, constantly seeking to improve the accounting and finance function driving the development of policy and processes.
- acting as Finance & Treasury representative on management committees.
- overseeing policy and procedure framework within the Finance & Treasury team.
- overseeing accounts payable and accounts receivable.

## DESCRIPTION OF POSITION (DUTIES)

Key Result Area	Major Activities	Key Performance Indicators
<b>Planning &amp; Implementation</b>	<ul style="list-style-type: none"><li>• assist in the development of the corporate plans (3yr financial model and budgeting/forecasting);</li><li>• assist in the development and implementation of strategic and operational plans as they relate to the finance function.</li></ul>	<ul style="list-style-type: none"><li>• Executive approval of 3yr model/budget</li><li>• Business Performance</li><li>• project benefits realisation</li></ul>
<b>Simplification</b>	<ul style="list-style-type: none"><li>• Analyse and identify areas for process improvement within the Finance &amp; Treasury division</li><li>• Implementation of improvement opportunities</li><li>• Provide change management to support implementation</li></ul>	<ul style="list-style-type: none"><li>• Number of improvement opportunities implemented</li><li>• Internal and External Feedback on changes made</li></ul>

	<ul style="list-style-type: none"> <li>Analyse performance of change to identify further amendments post implementation</li> </ul>	
<b>Growth</b>	<ul style="list-style-type: none"> <li>Identify potential growth opportunities for the business</li> <li>Assist in the enhancing the profile of the business</li> <li>As appropriate drive analysis of opportunity, decision making and implementation</li> <li>establish and maintain contact with external organisations;</li> <li>monitor contemporary finance, treasury &amp; data management trends.</li> </ul>	<ul style="list-style-type: none"> <li>Number of growth opportunities implemented</li> <li>Networking</li> <li>Accuracy and speed in decision making</li> <li>strategic planning input</li> </ul>
<b>Reporting &amp; Performance Measurement</b>	<ul style="list-style-type: none"> <li>Financial reporting for Executive &amp; Board.</li> <li>Annual 3yr financial model is completed for management/Board planning cycle</li> <li>Annual budget is completed for Board approval by June</li> <li>Monthly financial analysis of operational performance of the organisation.</li> <li>Statutory reporting obligations are met in accordance with regulatory requirements (including ASIC, APRA &amp; ATO requirements).</li> </ul>	<ul style="list-style-type: none"> <li>Internal/External Financial Reporting</li> <li>Board Reporting</li> <li>Budget preparation</li> <li>APRA reporting</li> <li>External Audits</li> <li>ATO reporting</li> </ul>
<b>Treasury Management</b>	<ul style="list-style-type: none"> <li>Technical accounting support to the Treasury team.</li> <li>Analysis &amp; review of capital and liquidity forecasts</li> </ul>	<ul style="list-style-type: none"> <li>Internal/External Audits</li> </ul>
<b>Compliance and Governance</b>	<ul style="list-style-type: none"> <li>Ensure compliance and adherence with all relevant statutory, legal, code and ethical obligations and policies and procedures.</li> <li>Ensure compliance with the organisational policy and procedure frameworks as they relate to the finance function.</li> <li>Responsibility for the organisation's tax governance</li> <li>Ensure all compliance training is completed by the finance team</li> </ul>	<ul style="list-style-type: none"> <li>External audits</li> <li>Internal audits</li> <li>Regulator reviews/ inspections</li> <li>Risk Reviews</li> <li>Compliance reports</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>foster performance culture within the Finance &amp; Treasury division;</li> <li>ensure effective human resource management as it relates to the finance team including:- <ul style="list-style-type: none"> <li>strategic staffing;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>staff survey</li> <li>Executive feedback</li> <li>annual performance reviews</li> </ul>

	<ul style="list-style-type: none"> <li>○ performance management;</li> <li>○ learning and development;</li> <li>○ work, health and safety.</li> <li>● champion organisational values and behaviours.</li> </ul>	
<b>Management</b>	<ul style="list-style-type: none"> <li>● assist in achieving Divisional strategic and operational objectives;</li> <li>● manage resources and overheads to optimum performance within budget parameters as they relate to the finance function;</li> <li>● Ensure optimum workforce capacity through workforce planning, recruitment, performance management, leadership, coaching and mentoring.</li> <li>● Actively review the current business practices and capacity and capability of the Finance function with a focus on continual development of team capability, efficiency and effectiveness.</li> <li>● provide advice, information and reporting to the Executive;</li> <li>● manage allocated projects/initiatives within agreed frameworks and risk management appetite;</li> </ul>	<ul style="list-style-type: none"> <li>● KPI achievement</li> <li>● Executive feedback</li> <li>● performance to budgets</li> <li>● Staff feedback</li> <li>● Performance Reviews</li> </ul>

## JOB SPECIFICATION

### WORKING RELATIONSHIPS, CUSTOMERS AND SUPPLIERS

Customer/Supplier	Nature of Contact	Frequency
<b><u>External</u></b> ATO Third party suppliers Internal Auditors External Auditors  APRA	Lodgement of tax returns Service, relationship management Finance contact point in the event of a Finance related internal audit Manage the operation aspects of the relationship with external auditors Overseeing and responding to data queries.	Annual As required As required  As required As required
<b><u>Internal</u></b> Executive  Operational Risk Committee  Project Management Office	Key Finance contact point	As required
<b>Subordinate Staff</b>	Leadership, consultation, support, information, coordination, problem resolution	Daily
<b>Other Corporate Managers</b>	Participate information/advice, problem resolution	As required

### ROLE COMPLEXITY

Highly complex strategic role overseeing the finance operations, requires ability to apply accounting standards to reporting and oversee the calculation of financial statements over a 3 year planning horizon. High level conceptual and planning capability, combined with high level leadership and interpersonal capacity.

## PERSON SPECIFICATION

### **JUDGEMENT**

There is a high level of autonomy within the scope of the role. The incumbent is expected to plan their own work program within corporate objectives. Minimal guidance is provided. Guidelines and objectives are discussed. A Departmental Plan/Work program is developed and progress is reviewed as required.

### **QUALIFICATIONS/EDUCATION**

#### ***Essential***

CPA or CA qualifications.  
Proven track record in a similar role.

#### ***Desirable***

Similar experience in a financial institution.  
Sound understanding of AASB9 Financial Instruments.

### **KNOWLEDGE**

<b>Competency</b>	<b>Level (Basic, General, Advanced, Highly Developed, Specialised)</b>
Financial management principles and practices	Highly Developed
Taxation principles and practices	Advanced
Statutory, Legislative standard requirements governing financial management practices	Highly Developed
Management principles and practices	Advanced
Knowledge of federal, state and local political issues	General
Knowledge of socio-economic environment issues (state and federal)	General
Continuous improvements and quality concepts	Advanced
Work Health Safety principles and practices	General

## PERSON SPECIFICATION

### SKILLS

Competency	Level (Basic, General, Advanced, Highly Developed, Specialised)
Financial Data and Statistical analysis	Highly Developed
Financial systems & modelling (including Microsoft Excel)	Highly Developed
Leadership	Highly Developed
Interpersonal, verbal and written communications (relationship management)	Highly Developed
Conceptual, Analytical, Problem-solving and Decision-making skills	Advanced
Business planning (Budgeting & Forecasting)	Highly Developed
Change management, conflict resolution, negotiation and presentation	Advanced

### PERSONAL ATTRIBUTES

- High level numerical reasoning;
- High level conceptual reasoning;
- High level verbal reasoning;
- Results oriented;
- Demonstrated leadership
- Able to manage working relationships;
- Analytical, structured and logical;
- Resilient to working under pressure;
- Service orientated and customer focused;
- Self motivated;
- Personal and professional maturity;

### CLASSIFICATION

Manager (salaried position).



## HOW TO APPLY

Applications should be addressed to Justin Hinora. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call Justin or Hannah Way on (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.