



GENERAL MANAGER FINANCE

JOB & PERSON SPECIFICATION

MAY 2025

POSITION DESCRIPTION



Position Title:	General Manager Finance
Department:	Finance
Reports directly to:	Chief Executive Officer (CEO)
Location:	Angle Park
Direct reports:	Management Accountant, Finance and Data Analyst, Finance Assistant

Greyhound Racing SA (GRSA)

Greyhound Racing SA Limited (GRSA) is the controlling body of greyhound racing in South Australia, conducting, regulating, and promoting the sport from our headquarters at Angle Park. GRSA's primary responsibilities are to ensure the welfare of the industry's greyhounds and the responsible and ethical regulation of approximately 700 licenced industry participants and race meeting activities at its five racetracks – Angle Park, Gawler, Murray Bridge, Mount Gambier and Virginia – through the effective enforcement of local and national rules and compliance policies.

GRSA Vision

South Australian greyhound racing is recognised as a vibrant, trusted community contributor committed to best practice welfare, integrity and governance standards.

GRSA Values

TRANSPARENCY	Openness through the sharing of information and knowledge
ACCOUNTABILITY	Taking collective responsibility for our actions, behaviour and performance outcomes
INTEGRITY	Embracing the highest possible integrity standards
LEADERSHIP	Proactively anticipating needs, seizing opportunities and collaborating with timeliness and sincerity
FAIRNESS	Promoting equality and support, engaging respect and trust

GRSA Purpose

- To encourage, promote and conduct the sport of greyhound racing
- To provide governance and direction for the greyhound industry
- To ensure the greyhound industry operates with best practice integrity and animal welfare oversight.

Purpose of the position

The General Manager Finance is responsible for providing GRSA sound, precise and relevant guidance and advice on the organisation's corporate and financial governance.

The General Manager Finance manages and has oversight of all internal and external accountabilities relating to the organisation's finances, including internal controls, internal and external audits and ensures all financial compliance obligations are executed in a timely and high standard.

The General Manager Finance ensures the organisation and Board is kept abreast of strategic financial issues, including opportunities and risks and ensures the business is provided with relevant and comprehensive management accounting information and business insights to inform and optimise the quality of business decision making.

The General Manager Finance also oversees the organisation's asset management system and its information and technology system.

Scope of the position

Reporting to the CEO, the General Manager Finance also has a close working relationship with all members of the ELT and the Finance team. The General Manager Finance also interacts with the Audit and Finance Committee and the Remuneration Committee, Wagering Service Providers and other external consultants and advisors contributing to the delivery of GRSA's corporate and financial management. Strong working relationships with all members of the ELT are essential.

Key performance Indicators (KPIs)

- Take responsibility (either directly or by oversight) for all cash management, insurance, budgeting, and provision of information and strategic advice that underpins the company's financial strategy.
- Contribution to the development and timely implementation of relevant aspects of GRSA's Strategic Plan.
- Oversight of Financial departments input to GRSA Risk Management system the GRSA Policy framework.
- Provision of high-quality financial reporting and prioritisation of strategic reporting to the Board and ELT, including management accounting information and business insights.
- Ensure there are sufficient internal controls, internal and external audits and specific measures that strongly support fraud prevention and ensure financial compliance requirements are met.
- Manage the organisation asset management system and information and technology system.
- Contribution to the ELT in a manner which meaningfully and effectively serves the development of the business and the interests of the broader industry.
- Leadership, development and performance motivation of direct reports and other employees where financial coaching and support is required.
- In conjunction with other ELT members, continue to the positive development of the GRSA brand as a responsible provider of greyhound racing, committed to best practice integrity and animal welfare standards and safe racing.
- Finance department meetings schedule supported and delivered, and other meetings coordinated as required.

Duties

- Collaborate with the CEO and ELT to create structures for a cohesive and effective working relationship which sets a positive workplace culture and framework, in order to meet operational and strategic outcomes for the organisation.

- Highly focussed contribution to meeting the departmental strategic plan objectives and risk management obligations.
- Provide finance advice, strategic reporting and business insights to the Board of Directors and CEO on relevant financial or operational matters.
- Timely consideration to the development of a centralised bookkeeping system for all SA greyhound clubs and the provision of advice to the clubs on financial management needs, based on the performance observations apparent in the analysis of the centralised trading information.
- Track and analyse GRSA cash flow and trading performance to determine the organisation's financial weaknesses and strengths, whilst proposing corrective actions.
- Timely preparation and production of periodic financial reporting in accordance with the Australian Accounting Standards to the Board and management.
- Prepare and manage of all GRSA's operational budgets having appropriate regard for historical data and future strategic and risk mitigation initiatives.
- Timely reporting of material variances between budget estimates and actual operational performance to the CEO and Board, identifying significant trends or other relevant context.
- Ensure all financial processes – including accounts payable, payroll and industry distributions – are undertaken in a complete, timely and accurate manner in accordance with regulatory and other requirements, supported by appropriate documentation and record-keeping.
- Manage integrity and contribution agreements with wagering operators including the collation of data from operators, analysis and reporting race field fee revenue, with support from the Data and Finance Analyst, to the CEO and Board.
- Supervise the timely execution and lodgement of all regulatory returns for GRSA including GST, FBT, Workcover, ASIC and Payroll Tax.
- Provide support to the Chair of the GRSA Audit and Finance Committee, and Remuneration Committee including ongoing liaison with and timely briefing of the Chair in relation to financial or audit issues as appropriate.
- Manage and enhance the GRSA asset management system, ensuring condition reports are updated, maintenance and replacement strategies are in place and capital planning is appropriately aligned.
- Ensure that the GRSA information and technology needs are managed and supported by a professional external expertise, ensuring compliance with relevant regulatory entities.
- Identification of opportunities to streamline or improve departmental processes by way of the application of new technology or appropriate benchmarking processes.
- Oversight of GRSA's insurance coverage with consideration for any changes in the composition of the business or its exposure to risk. Administer claims and variation of coverage as appropriate.
- Review and control of financial policy and procedure including delegation of authority, purchasing and tender policy and internal controls.
- Annual audit process including management of information sharing and review of process.
- Establish and maintain internal controls, and internal and external auditing to ensure fraud prevention.
- Preparation of year-end financial accounts for inclusion in the Annual Report.
- Banking related tasks including reviewing corporate credit card facilities, management of loan renegotiations, establishment of term deposits.
- Implementation of any departmental action items arising from organisational meetings (Board and committee structure) and as directed by the Board and CEO from time to time.
- Provide advice to all departments on finance matters as required with the intention of ensuring all departments are informed and educated on such matters.
- Develop, implement, and monitor policies and procedures regarding compliance issues affecting the commercial department and, where applicable, the wider organisation; and, as directed by the Board or CEO.
- Lead, develop, coach and build the finance team's capability and performance and measure outcomes to deliver high quality, responsive and best practice support to GRSA.
- Develop and maintain effective stakeholder relationships with funders, operators and relevant Greyhound Racing SA partner organisations.

- Ensure Finance meetings occur in a timely manner, supported by an agenda in advance and with, where required, minutes produced within 48 hours of the meeting. Conduct other meetings as required based on business need.
- Contribute as required to the successful implementation of the organisation's overall meeting schedule, from a finance department perspective and as required by the CEO from time to time
- Any other tasks as directed that are within the level of expertise and capabilities.

Responsibilities

- As a member of the ELT, provide leadership to direct reports and members of their teams, and collaborate effectively with other members of the ELT to achieve GRSA goals in line with the strategic plan.
- Ensure all GRSA human resource requirements for the department are met by recruiting, performance managing, providing, support and development of team members to ensure they meet the requirements of their roles.
- Monthly reports to the ELT in line with requirements of strategic plan.
- Follow all GRSA policies, procedures and work instructions.
- Treat all other people in the workplace with fairness, equity and without discrimination.
- Identify appropriate training in support of ongoing personal development with relevance to the needs of the business.
- Engage in and support of annual performance review process including review of Position Descriptions to align individual performances with agreed outcomes.
- Individual leadership and contribution to the fostering of a positive culture and respectful working environment.
- Commitment to continuous improvement of departmental practices and processes and ownership of departmental outcomes.

PERSON SPECIFICATION

Qualifications

- Bachelor Degree in Commerce or Accounting, CA or CPA

Registrations, licences and clearances

- Criminal history check required
- Current drivers licence required

Experience, knowledge and skills

- Excellent leadership skills, with steadfast resolve and personal integrity.
- Experience in leading significant Commercial and Financial operations.
- Excellent communication skills and ability to be able to relate well with people at all levels within the organisation and externally in order to achieve GRSA's goals and objectives.
- Ability to manage and mentor to ensure objectives and accountabilities are achieved.
- Possess a high degree of integrity, initiative and enthusiasm to drive department and organisation performance and results.
- Knowledge of the racing industry highly regarded.

Other requirements of the position

- May be required to work at race meetings and on weekends and extended hours when reasonably required.
- Intrastate and/or interstate travel may be a requirement
- Understanding/passion/willingness to learn about the sport of greyhound racing.



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Justin Hinora.
Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.