

Financial Manager  
 Position Description  
 Effective: Monday, 18 December 2017



<b>Position Title:</b>	Financial Manager(FM)
<b>Reports to:</b>	Chief Executive Officer
<b>Authorised by and date:</b>	CEO, 18 December 2017
<b>Classification level:</b>	Managerial (not governed by any Award)
<b>Roles reporting to this one:</b>	TBA
<b>Appointment Status:</b>	Permanent / 57hrs per fortnight (.75 FTE), over 4 days/week
<b>Position Purpose:</b>	<p>The Financial Manager is a member of Bobby Goldsmith Foundation’s Executive Leadership team, and has accountability for:</p> <ul style="list-style-type: none"> <li>• Managing all finance and accounting functions</li> <li>• Budget preparation and support</li> <li>• Funding monitoring and compliance</li> <li>• Record keeping and reporting</li> <li>• External Finance Compliance and Relationship Management</li> <li>• Continuous Improvement Program</li> <li>• Finance Committee Participation</li> </ul>
<b>Summary of Role’s Requirements</b>	<p>The Finance Manager is responsible for managing all finance and accounting functions for the organisation.</p> <p>The role includes a broad range of responsibilities and would suit an individual with a flair for financial management and accounting detail, along with a strong commitment to compliance, efficiency and systems improvement.</p> <p>The role requires someone with proven experience in managing the complete range of financial management activities, including budgeting, funding, compliance management, accounts and payroll reconciliation for a small to medium sized NGO or other social enterprise.</p>

Financial Manager  
 Position Description  
 Effective: Monday, 18 December 2017



Key Responsibilities	Typical activities and outcomes (include but not limited to)
<b>BGF Team Member</b>	<ul style="list-style-type: none"> <li>• As a senior manager within the organisation there is a clear requirement for leadership across the organisation.</li> <li>• Contributes positively by word and deed to the ongoing development of an organisational culture that strongly reflects the organisation’s values.</li> <li>• At all times operates in a way that contributes to a workplace that is free of discrimination, harassment or bullying behaviour.</li> <li>• Complies with BGF policies and procedures.</li> <li>• Undertakes training and development to help in the achievement of individual, team and BGF goals.</li> <li>• Is responsible for taking action to prevent damage to the health and safety of him/herself, other people and/or to property. Is responsible for taking prompt and correct action when actual damage/injury occurs. Ensures that BGF provides a duty of care to all in the team, at all times.</li> <li>• Maintains confidentiality of information at all times, within current BGF Confidentiality and Privacy policies.</li> <li>• Ethically and respectfully builds and maintains effective working relationships with CEO and other Managers.</li> <li>• Adheres to and role-models the BGF Behaviour and Ethics Policy</li> </ul>
<b>Finance and Accounting Functions</b>	<ul style="list-style-type: none"> <li>• Manages all accounting functions including accounts payable/receivable, payroll, and chart of accounts and the smooth operating of the accounting system.</li> <li>• Manages and action regular reconciliations of all bank accounts, payment gateways and credit cards.</li> <li>• Promptly attend to all banking transactions.</li> </ul>
<b>Budget: Preparation/Support</b>	<ul style="list-style-type: none"> <li>• Coordinates the preparation of the forthcoming financial year’s annual budget each year.</li> <li>• Ensures budget re-forecasting, and analysis and reporting on variances to budget and forecast, are undertaken at set intervals (monthly, quarterly and annually), or as required.</li> <li>• Assists in the development of budgets for new programs, projects and events as required.</li> <li>• Develops financials for business models as required.</li> <li>• Provides financial and cash-flow projections as required from time to time.</li> <li>• Identifies and reports on variances against expected outcomes and works with BU Managers to identify issues and take corrective action.</li> </ul>

Financial Manager  
 Position Description  
 Effective: Monday, 18 December 2017



	<ul style="list-style-type: none"> <li>Analyses financial and operational data/information, including business unit and organisation cost structures and prepares and reviews business models having an operational impact.</li> </ul>
<b>Funding: Monitoring and Compliance</b>	<ul style="list-style-type: none"> <li>Manages all recording, reporting, compliance and acquittals processes as they relate to financials.</li> <li>Ensures all brokerage income and expenditure is accurately reported on a monthly basis.</li> <li>Ensures:             <ul style="list-style-type: none"> <li>financial compliance planning is built into all funding and grant applications;</li> <li>a spreadsheet of expected income received from funding bodies and grantors is maintained;</li> <li>income payments are received per contract schedule;</li> <li>a spreadsheet of compliance requirements and acquittal dates is maintained per contract; and</li> <li>all financial information for submissions and acquittals to funding bodies and grantors is produced and presented on time.</li> </ul> </li> <li>Ensures that budget lines are clear and aligned with the chart of accounts.</li> </ul>
<b>Record Keeping and Reporting</b>	<ul style="list-style-type: none"> <li>Prepares and distributes monthly financial management reports for Business Units.</li> <li>Prepares accurate finance reports for Finance Committee and Board meetings including analysis and commentary.</li> <li>Monitors BGF's investments and provides routine reports on their performance to CEO and Board.</li> <li>Manages central filing system and key documents for financial records</li> <li>Manages month-end, quarter-end and year-end balances.</li> </ul>
<b>External Finance Compliance and Relationship Management</b>	<ul style="list-style-type: none"> <li>Manages preparation of all BGF related tax returns and annual financial statements.</li> <li>Manages Australian Taxation Office (ATO) requirements.</li> <li>Ensures that the financial year-end audit file is maintained.</li> <li>Liaises and manages relationship with BGF's Auditors</li> </ul>
<b>Continuous Improvement Program</b>	<ul style="list-style-type: none"> <li>Contributes to BGF's continuous quality improvement program, including any accreditation activities needed.</li> <li>Improves efficiencies in the Xero accounting system and continues to improve internal financial processing.</li> <li>Works collaboratively with the Operations Manager, CEO, Board, Treasurer, external accounting representatives and</li> </ul>

Financial Manager  
 Position Description  
 Effective: Monday, 18 December 2017



	<p>auditors to improve financial management and reporting processes.</p> <ul style="list-style-type: none"> <li>Continually monitors and reviews accounting procedures and financial risk management controls in line with industry practice and recommends appropriate enhancements to the CEO for implementation.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>Ensures compliance with all BGF Financial/Accounting policies and procedures as well as external requirements.</li> <li>Provides advice and support to business units to meet their financial compliance requirements.</li> </ul>
<b>Finance and Investment Committees</b>	<ul style="list-style-type: none"> <li>Actively participates as a member of the Finance Committee, including attending all meetings as required, providing all relevant financial information, reports or other information as required by the Committee and implements all directives given by the Committee.</li> <li>Actively participates as a member of the Investment Committee, manages the reporting and reconciliation of proceeds and funds under investment (Investment Portfolio) as directed by the CEO, the Board, the Treasurer and/or the Investment Committee as appropriate.</li> </ul>

CONFIDENTIAL

**Financial Manager**  
**Position Description**  
 Effective: Monday, 18 December 2017



<p><b>Capability Requirements: (knowledge, skills and experience)</b></p>	<p><b>Essential Requirements of the role</b></p> <ul style="list-style-type: none"> <li>• Ability to think strategically, and actively participate in and influence the inputs and outputs of BGF’s 3-yearly strategic planning cycle.</li> <li>• High level financial management and analytical skills.</li> <li>• Ensure compliance with administrative and financial policies, procedures and delegations in relation to all areas of responsibility.</li> <li>• Contribute to the development of the annual BGF budget as a key/integral member of the team.</li> <li>• Lead the budget review process, identifying and understanding variances.</li> <li>• Understand the sector BGF operates within, its dynamics and the activities required to meet all stakeholder expectations.</li> <li>• Understand the BGF Client Services Program Logic, including measuring outcomes and social impact.</li> <li>• Develop and maintain key stakeholder relationships.</li> <li>• Demonstrated experience in acquiring funding through the grant funding process during challenging economic conditions.</li> <li>• Experience in managing projects with competing priorities and deadlines.</li> <li>• Experience in writing submissions, reports and papers with an understanding of what constitutes effective communication across all stakeholder audiences.</li> <li>• Outstanding skills in numeric literacy, articulate verbal and written communication skills and grounded interpersonal relationships.</li> </ul>
---	---

Financial Manager  
 Position Description  
 Effective: Monday, 18 December 2017



	<ul style="list-style-type: none"> <li>• Experience in performing day-to-day operational procedures including records management, report writing, correspondence, documentation and policy production.</li> <li>• High level competency in standard office computing in addition to PowerPoint and MS Project.</li> <li>• Previous experience working with Xero in a cloud-based accounting environment.</li> <li>• Capacity to work outside normal business hours as required from time to time.</li> </ul> <p><b>Desirable Requirements</b></p> <ul style="list-style-type: none"> <li>• Understanding of the roles Marketing and Fundraising, Client Services and Compliance and Operations play in the achievement of organisational goals and KPIs</li> <li>• Understanding of the role Operations plays in the corporate mix with specific reference to policies and procedures, and research and evaluation.</li> </ul>
<p><b>Key Relationships / Interactions / Contacts:</b></p> <p>This role will require the incumbent to represent BGF at various stakeholder meetings. The relationships and contacts of this role are broad and varied, and include Board members, Committee members, Auditors, key donors, government officials and funders, sponsors, corporate executives, suppliers, trusts and foundations, consultants and contractors.</p> <p>The incumbent will be required to represent BGF in settings ranging from formal to informal. From time to time they may be expected to speak on financial matters relating to the organisation in these settings. As such they should be reasonably confident and capable to speak publicly.</p>	

Financial Manager  
Position Description  
Effective: Monday, 18 December 2017



**Key Challenges:** (what makes role challenging, unique)

- You will be operating in a funding climate of change and uncertainty. The constant threat of tendering for contracts persists despite fluctuations in the State government's appetite for such change.
- You will need to understand the complexity of how multiple, disparate funding sources are allocated to departmental and program P & Ls

**Freedom to Act:**

- The incumbent will be required to update the Board on all financial matters from time to time.
- Whilst the Financial Manager has the freedom to communicate on behalf of the organization internally and externally, all formal corporate communications must be authorised by and emanate from the office of the CEO under the stewardship of the Marketing and Fundraising Manager.

CONFIDENTIAL

Financial Manager  
 Position Description  
 Effective: Monday, 18 December 2017



Person Specifications	(E) = Essential	(D) = Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Tertiary qualification in relevant, recognised financial or accounting discipline(E)</li> <li>• Working knowledge of all statutory legislation and regulations (E)</li> <li>• Professional qualification such as a CPA (D)</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong business management skills with the ability to accurately complete several tasks simultaneously. (E)</li> <li>• High-level computer expertise; especially in the use of Xero and the Microsoft Office software suite, in particular Excel. (E)</li> <li>• Ability to understand and learn operational fundamentals of databases for BGF’s clients and donors. (D)</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Extensive and proven financial management experience within the NFP sector (E)</li> <li>• Minimum of 5 years in a management role (E)</li> <li>• Minimum of 3 years in a senior management role (D)</li> <li>• Experience in managing grant funding and acquittals (D)</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Positively aligns with BGF’s values</li> <li>• Strong ethical/moral compass</li> <li>• Strong leadership and management skills</li> <li>• Ability to communicate complex information to a wide range of internal and external audiences clearly and effectively</li> <li>• Lateral thinker, open to challenges and innovation; questioning</li> <li>• Agent for positive change</li> <li>• Team oriented and highly collaborative, however focused and deadline driven when required to work independently</li> </ul>	



**Financial Manager  
Position Description**  
Effective: Monday, 18 December 2017



**Package and Requirements**

- Tenured role
- Annual salary - up to \$120K dependent upon experience, skills and current salary, pro-rated
- Superannuation contribution of 9.5% paid by BGF
- Salary packaging available
- 57 hour working fortnight (0.75FTE) worked over 8 days per fortnight, 4 per week
- 20 days annual leave per annum with 17.5% leave loading, pro-rated
- 6 month probationary period
- Laptop and mobile phone provided
- Office located in Surry Hills, Sydney, NSW
- Limited travel
- Valid, unrestricted NSW driver's license required

CONFIDENTIAL