



Position Description

Position title:	Finance Manager
Reports to:	Senior Manager Finance and Operations
Direct reports:	None
Hours	1.0 FTE or 37.5 hours per week
SCHADS award role classification	Level 5
Date Updated:	June 2024

About the Role

Reporting to the Senior Manager Finance and Operations, the position of Finance Manager is responsible for supporting the Executive Officer (EO) and ABA Board of Directors to ensure that ABA meets all legal financial obligations, is financially stable and achieves its financial goals.

With overall responsibility for the annual budget build, the Finance Manager supports cost-centre managers to monitor financial performance and leads the annual audit. The Finance Manager also has responsibility for managing Association-wide payroll, accounts payable and accounts receivable, and ensuring that ABA adheres to accounting standards and meets financial compliance requirements.

Key Responsibilities

Reporting and audit	<ul style="list-style-type: none"> • Provide accurate monthly financial reporting and analysis to the EO and Board Finance Committee. • Provide monthly management accounts to all cost-centre managers. • Support the Senior Manager Finance and Operations to provide quarterly reports to the ABA Board. • Lead the external audit process, working with ABA's auditor to provide annual consolidated financial statements in line with compliance requirements. • Ensure all statutory financial and reporting obligations are met for external funding sources.
Systems, processes and internal controls	<ul style="list-style-type: none"> • Support the EO and Senior Manager Finance and Operations to stay current with new / changed accounting standards, tax law and other financial compliance matters and ensure that ABA is prepared to respond when compliance requirements change. • Maintain and continuously improve appropriate systems and internal

	<p>controls, including IT systems e.g. Approval Max, Xero, Square, eWay, Stripe.</p> <ul style="list-style-type: none"> • Maintain ABA's asset register. • Support the Senior Manager Finance and Operations to maintain and continuously improve ABA's financial policy framework to ensure compliance with relevant financial management standards and practices.
Budgeting & forecasting	<ul style="list-style-type: none"> • Deliver a board approved annual budget ahead of each new financial year, in collaboration with all cost-centre managers and support mid-financial year re-forecasting activities as appropriate. • Support the Executive Officer and Senior Manager Finance and Operations to ensure that performance is monitored and maintained against cash flow projections, agreed financial indicators and targets.
Bookkeeping	<ul style="list-style-type: none"> • Manage ABA's accounts receivable and accounts payable. • Manage month end and ensure that ABA's bank accounts are reconciled. • Ensure all ATO compliance obligations are met in an efficient and timely manner. • Effectively manage unpaid sales invoices, monthly statements and bad debts.
Human resources management	<ul style="list-style-type: none"> • Manage ABA's payroll across the National Support Office and state Branches, including maintaining compliance with the Social, Community, Home Care and Disability Services Award 2010 (SCHADS). • Support the National Office Manager to manage probationary period and annual performance review cycles across the Association. • Support the senior management team to manage ABA's annual leave and Time Off in Lieu liabilities.
Volunteer support	<ul style="list-style-type: none"> • Resource and build the financial literacy and management capabilities of Branch Presidents, branch administration staff and branch, region and group treasurers. • Support branches, regions and groups with meeting compliance requirements for grant funding. • Support branch, regions and groups ongoing banking needs.
Stakeholder communication	<ul style="list-style-type: none"> • Work directly with the Senior Manager Finance and Operations, senior management team, branch president team, Executive Officer and Board Treasurer as required. • Liaise with paid and volunteer teams on financial matters across ABA. • Liaise with ABA members, customers, creditors and debtors as appropriate.
Other organisational responsibilities	<ul style="list-style-type: none"> • Adhere to the Australian Breastfeeding Association's Code of Conduct. • Take responsibility for reaching key performance indicators, develop and share best practice ideas, and assist and support other team members. to reach their individual and team goals where applicable.

	<ul style="list-style-type: none"> • Various projects and initiatives as needed to achieve organisational goals and objectives. • Work as a cooperative team member and contribute to a motivating environment. • Participate in staff review and development programs.
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Success Profile

Qualifications	<p>Required</p> <ul style="list-style-type: none"> • Qualified Certified Practicing Accountant / Chartered Accountant. • Related degree with relevant experience. • Related diploma with substantial experience. <p>Highly Desired</p> <ul style="list-style-type: none"> • Member of Australian Institute of Company Secretaries. • Diploma of governance or equivalent.
Experience	<p>Required</p> <ul style="list-style-type: none"> • At least 3 years relevant experience in a similar role, leading finance and compliance. • Demonstrable experience working closely with a Board, chief executive and senior leadership. <p>Highly Desired</p> <ul style="list-style-type: none"> • Experience in financial management in the not-for-profit sector. • Experience of working in a national organisation with a federated business model.
Knowledge	<p>Required</p> <ul style="list-style-type: none"> • Good working knowledge of financial standards and tax issues relating to companies and charities.
Skills	<p>Required</p> <ul style="list-style-type: none"> • Excellent communication skills with the ability to present complex financial data succinctly to lay audiences. • Outstanding attention to detail; exceptional organisational and prioritisation skills. • Excellent analytical and interpretive ability.

It should be noted that Position Descriptions are under constant review and may be changed at any time.

Revision history

Revision	Date	Description of modifications
VI	June 2024	New role – approved by EO