



Position Description

Position title:	Senior Manager Finance
Reports to:	Executive Officer
Direct reports:	<ul style="list-style-type: none"> • Bookkeeper (1.0 FTE) • External financial management and accounting team (out-going)
Hours	20 hours per week
SCHADS award role classification	Level 7
Date Updated:	December 2024

About the Role

Reporting to the Executive Officer (EO) as a member of the senior management team, the position of Senior Manager Finance is responsible for the development and maintenance of effective financial management frameworks, 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 Senior Manager Finance supports cost-centre managers to monitor financial performance and leads the annual audit. Managing a full-time bookkeeper and the relationship with the outgoing external financial management and accounting team, the Senior Manager Finance also has responsibility for managing the 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"> • Support the senior management team, EO and Board of directors in short and long-term planning and decision-making based upon accurate reporting, modelling, forecasting and environmental scanning. • Provide accurate monthly financial reporting and analysis to the EO and Board Finance Committee and cost-centre managers. • Resource the Finance subcommittee to monitor and evaluate ABA's financial performance and meet all legal compliance obligations as a charity and company. • Lead the external audit process, working with ABA's auditor to provide annual consolidated financial statements in line with compliance requirements.
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	<ul style="list-style-type: none"> • Ensure all statutory financial and reporting obligations are met for external funding sources.
Financial management	<ul style="list-style-type: none"> • Lead the finance team, cultivating a culture of cross functional collaboration, inclusion, wellbeing and safety. • Ensure robust systems of financial controls, mitigating the risk of fraud and error. • Foster a culture of financial responsibility and value for money across ABA, while maintaining checks and balances on expenditure. • Manage balance sheet, cash, deposits and investments to optimise returns.
Systems, processes and internal controls	<ul style="list-style-type: none"> • Support the EO 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. • Manage the continuous improvement of appropriate systems and internal controls, including IT systems e.g. Approval Max, Xero, Square, eWay, Stripe. • 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 deliver mid-financial year re-forecasting activities as appropriate. • Support the EO 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 bookkeeping activities ensuring accuracy and compliance. • Manage month-end and year-end financial close processes. • Ensure all ATO compliance obligations are met in an efficient and timely manner.
Payroll	<ul style="list-style-type: none"> • Manage ABA's payroll function, including maintaining compliance with the Social, Community, Home Care and Disability Services Award 2010 (SCHADS). • Support the Senior Manager Operations 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 the Board of Directors, Branch Presidents, and branch treasurers. • Ensure branches, regions and groups are meeting compliance requirements for grant funding.
Stakeholder communication	<ul style="list-style-type: none"> • Work directly with the senior management team, branch president team, EO and Board Treasurer as required. • Liaise with paid and volunteer teams on financial matters across

	ABA.
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. • 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.

Success Profile

Qualifications	<p>Required</p> <ul style="list-style-type: none"> • Qualified accountant with current membership of CA/IPA/CPA. • Related degree with relevant experience.
Experience	<p>Required</p> <ul style="list-style-type: none"> • At least 5-7 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/ charity 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
V1	December 2024	New role – approved by EO
V1.1	December 2024	Minor changes – approved by EO

