

POSITION DESCRIPTION – FINANCE MANAGER

RFCS Gippsland provides free, confidential and independent planning and support services to farming and small rural businesses that may be experiencing financial difficulties.

RFCS Gippsland's primary objective is to assist clients to implement improvement plans for financial performance of their business as well as their personal wellbeing.

Our organisation is funded by both the State and Commonwealth Departments of Agriculture. Funding deeds are typically 3 years in duration. The finance and administration functions of RFCS Gippsland are considered core position to ensure the appropriate level of governance and admin are provided for the financial management and acquittal of funding.

The finance manager is responsible for the coordination of admin functions and the financial management for RFCS Gippsland, as well as provide internal auditing services to ensure compliance with funding deed requirements. A current driver's licence is essential for this position as frequent travelling will be required to conduct compliance auditing and provide support to other office admin staff. Some after-hours work may be required and occasional overnight absences may occur for training, conference attendance and/or remote client visits.

The position will be based in Leongatha but is offered with flexible working conditions (by negotiation) to suit the applicant, however it is expected that hours worked will be up to 75 per fortnight.

This position works under the direction RFCS Gippsland Executive Officer, and has direct reports of admin support staff, as per RFCS organisation chart.

The Finance Manager position is a funded position until 30 Jun 2024, with the possibility of renewal dependent on ongoing Government support for the program.

If you join our team, you will have:

Personal effectiveness | Demonstrated ability to manage and adjust work to achieve goals; accept responsibility for mistakes and learn from them; always displaying respect and courtesy to others

Team effectiveness | Collaborative approach for information, learning and effort; understanding and appreciation of diversity in the workplace, capability to work with others to reach common goals; support and building positive and constructive relationships; communicate clearly and concisely ensuring messages are understood; ability to express ideas clearly, listen effectively and provide feedback constructively.

Organisational effectiveness | Understanding of how your individual role and work contributes to achieving organisational goals; ability to think ahead and plan accordingly to achieve goals.

Our Values:

Our organisational values are underpinned by acceptable workplace behaviours included in our 'Rules of Engagement'. All staff are required to demonstrate our values and comply with all policies and procedures.

<i>Integrity, respect & trust are our core values and are embedded in everything we do.</i>	<i>We value open, honest and authentic communication, recognising diversity of opinions and perspectives.</i>	<i>We recognise and celebrate individual and team effectiveness.</i>	<i>We encourage 'bigger thinking' and are focused on continuous improvement.</i>
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Key Position Responsibilities:

The duties and responsibilities of the Finance Manager are wide ranging and may include, but are not limited to:

- Overseeing and managing all aspects of the financial functions: Accounts Payable, Accounts Receivable, Payroll. This may also include assisting with processing, as required.
- Oversight of the month end process including ensuring the completion of the General Ledger and Balance Sheet reconciliations.
- Preparation of monthly management reports: P&L (Budget V's Actual and commentary), and Balance Sheets and Cashflow statements. Cashflow forecasting, as required.
- Assisting with preparation of the annual financial accounts (including funding deed acquittal reports and not for profit annual certification).
- Assisting with preparation of annual budgets.
- Management of employment related documentation for payroll processing, utilising RFCS Gippsland HR platform (Employment Hero).
- Submitting taxation returns such as BAS, FBT, GST and liaison with external tax specialists.
- Liaising with external auditors and banks.
- Managing the company's financial systems.
- Providing commentary and analysis around the company's performance to the team (KPIs and financial) using Reckon financial system and Salesforce Client Management System (CMS).
- Assisting with client compliance auditing and reporting against funding deed activities and compliance.
- Management and compliance with lease documents and service contracts.
- Conducting regular compliance audits, as required.

Skills and attributes:

- Minimum 5 years in a similar position
- Professional accounting qualification such as CA or CPA
- Excellent written and verbal communication skills
- Ability to solve complex issues, and strong attention to detail
- Able to work under pressure
- Experience using budgeting, forecasting and reporting tools
- Advanced computer software skills, including Excel and other accounting packages
- Current unrestricted driver's licence
- You must be an Australian resident to apply for this position.

Key Competencies

- **Well-developed communication skills:** ability to communicate with a diverse range of stakeholders in a one-on-one or group setting;
- **Problem solving:** high level analytical and innovative skills, together with demonstrated ability to obtain and analyse relevant financial data and develop and present a range of business options;
- **Risk Management:** acknowledgement and awareness of risk frameworks, mitigation strategies, controls and assurance;
- **Self-management:** demonstrated ability to self-motivate, plan, manage and prioritise, to meet competing deadlines while working with a range of stakeholders;
- **Technology:** Demonstrated proficiency in IT, including a sound working knowledge of all administrative applications and the ability to use IT programs to enter data, maintain records, and undertake detailed analysis of data and information;
- **Safety:** awareness and understanding of Workplace Health and Safety requirements, and a proven ability to mitigate risks in an employment situation;
- **Privacy & Confidentiality:** demonstrated awareness of privacy and confidentiality legislation and requirements.

Police Checks

The successful applicant will be required to undergo a police check as part of the selection process.

The suitability of applicants to perform the role of a rural financial counsellor may depend on the results of a criminal history check performed by the relevant police authority.

Selection process

Applicants should address each individual key competency and selection criteria in writing in their application and provide contact details for two work or professional referees.

At interview, applicants will be asked to demonstrate competencies in financial analysis, the development of business options and interpersonal skills.

Salary

Range [\$91,000 - \$98,000] depending on qualifications and experience, plus superannuation. A travel allowance will be applicable for this position, with limited access to a shared company vehicle. Our service offers a flexible workplace and salary packaging benefits.

This job description indicates the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role. Duties may be varied and or amended from time to time.

Kylie Holmes
RFCS Gippsland - Executive Officer
Leongatha Office

Nov 2021