

Job Description

Position Title:	Finance Manager, Corporate Services – Flexible 3 days per week	
Functional Team:	Corporate Services	
Reports to:	Chief Executive Officer	
Principal Function(s):	<ul style="list-style-type: none"> Lead the business operations and corporate responsibilities of the Asthma Foundation 	
Relationships:	<ul style="list-style-type: none"> Works closely with the Senior Management team members Works closely with the Finance and Audit Committee Liaises with external service providers such as bank, auditor, IT service providers and insurance companies Manages staff in Accounts, IT and Administration 	
Role Area	Responsibilities/behaviours	Performance Outcomes Sought
Financial Management	<ul style="list-style-type: none"> Manage the financial operations of the Asthma Foundation and compliance with legislative requirements Provide regular financial reports and forecasts to the CEO Provide regular cashflow forecasts to the CEO Provide quarterly financial reports and cashflow forecasts to the Finance Committee Provide quarterly investment reports to the Finance Committee Prepare and present financial reports to the Board when required Manage the preparation of the annual budget including monitoring and reporting Manage the annual audit process and the production of financial statements Oversee the Accounts Officer in the preparation of: 	<ul style="list-style-type: none"> Effective financial, operational and monitoring systems are in place to ensure financial clarity, operational effectiveness and full compliance Timely and accurate reports are produced to support the CEO and senior management team in planning, decision making and issue resolution Timely and accurate reports are produced to support decision making in regard to the ongoing availability and use of cash Timely and accurate reports are produced to keep the Finance Committee up to date on financial status and to support decision making Timely and accurate reports are produced to support the Finance Committee in investment decisions Specific reports produced to provide the Board with information needed to make or endorse decisions A well coordinated and documented budget based on accurate information and sound judgement, produced on time and within the financial policy guidelines of the organisation Audit and financial statements completed in a timely manner and based on accurate information and analysis provided to the Auditors All tasks are completed on time, accurately and are

	<ul style="list-style-type: none"> - Month end completion - Program funding acquittals and reports - Accounts payable - Salary and superannuation payments - Taxation payments – PAYG and BAS <ul style="list-style-type: none"> ▪ Oversee the financial delegations policy and procedures ▪ Complete Grant acquittals in timely manner ▪ Bequest management ▪ ASIC compliance 	<p>compliant with legislative and/or reporting requirements</p> <ul style="list-style-type: none"> ▪ Financial delegations policy is up to date, reflects the operations of the organisation and implemented accordingly ▪ ensure compliance with requirements. ▪ All paperwork associated with bequests is completed according to solicitor requirements ▪ Annual accounts are lodged and any changes to board membership are updated
Human Resource Management	<ul style="list-style-type: none"> ▪ Process payroll & superannuation obligations 	<ul style="list-style-type: none"> ▪ Monthly payroll and quarterly superannuation are processed in a timely and accurate way
IT Management	<ul style="list-style-type: none"> ▪ Oversee day-to-day IT operations and support – maintenance of external consultant relationship 	<ul style="list-style-type: none"> ▪ IT function is regularly reviewed and recommendations made for improvements and new directions ▪ The organisation is able to operate its IT efficiently and effectively with minimum interruption when problems occur
Business Process Management	<ul style="list-style-type: none"> ▪ Manage the strategic development and maintenance of business systems and processes ▪ Work with the CEO in the development, 	<ul style="list-style-type: none"> ▪ Business systems and processes are reviewed, mapped and plans are put in place for immediate and ongoing improvements to efficiency and effectiveness ▪ Organisational risks are identified and assessed and

	<p>maintenance and reporting of the risk management plan</p> <ul style="list-style-type: none"> ▪ Manage the organisation’s insurance arrangements ▪ Oversee the administration and maintenance of the office and premises ▪ Manage external consultant relationship regarding CRM system ▪ Assist the CEO as & when requested with ad hoc projects 	<p>a risk management procedure is developed and is regularly reported on to the CEO/Board</p> <ul style="list-style-type: none"> ▪ Insurance cover is cost effective, current and adequate to protect the organisation ▪ Staff work in an environment that is safe, complies with all legislative requirements and is maintained to a high standard
<p>Skills Qualifications and Attributes Required</p>	<ul style="list-style-type: none"> ▪ Qualified Accountant – CA or CPA ▪ High level business and financial management skills and experience ▪ Experience in working with a Board and Board sub-committees ▪ Experience in meeting financial responsibilities and legal obligations ▪ Strong analytical skills and problem solving ability ▪ Excellent written and verbal communication skills ▪ Demonstrated experience in managing staff 	

