

POSITION DESCRIPTION

Position Title	Finance Manager		
Classification	7	GHCMA Enterprise Agreement	
Division	Corporate Services		
Position Reports To	Executive Manager Corporate Services		
Employment Type	Ongoing – Part time	FTE	0.8
Location	Hamilton or Warrnambool		
Flexibility	The position is based in Hamilton or Warrnambool with options to work from home and out-of-hours attendance at meetings/functions will be periodically required. The role may also include travelling alone after hours.		

Organisational Context

The Glenelg Hopkins Catchment Management Authority (CMA) was established in 1997 to effectively and efficiently deliver land, water and biodiversity programs that protect and enhance landscapes as well as support thriving communities.

We connect individuals and interest groups who live on, work with, and enjoy our land and waterways with reliable information, valuable opportunities, and inspirational motivation so that the community is informed, empowered, and enabled to create a sustainable South West Victoria.

Our organisation is committed to our three key values of ‘Professional, Collaborative and Innovative’ that underpin our workplace culture.

There are three program areas within the GHCMA: Corporate Services, Land Health and Biodiversity, and Waterways. These are supported by the CEO office which manages the relationship with the Board and provides cross organisational support relating to the involvement and reputation of the CMA.

Position Purpose

The Finance Manager plays a critical role in overseeing financial operations and administrative functions within the organisation. This position requires a strong understanding of finance, business analysis and accounting principles. The ideal candidate will have experience managing financial systems, financial reporting, management reporting, analysing data, ensuring compliance with financial policies and oversight of the payroll functions. The role also has an emphasis on overseeing project accounting, where the Finance Manager will contribute to the successful execution of financial project management support to the delivery team, while maintaining financial integrity.

Reporting to the Executive Manager Corporate Services, who also serves as the organisation’s Chief Financial Officer, the Finance Manager will provide strategic advice on financial planning and support the delivery of the CMA’s Financial Strategy. The Finance Manager provides strategic advice on financial matters and practical ‘hands on’ input to the delivery of services provided by their team.

This position proactively participates in and contributes to the Corporate Services Leadership Team and CMA Management Team.



Stakeholder Relationships

Direct Reports:	4	Indirect Reports:	1
Internal		External	
Executive Manager Corporate Services Corporate Services team CEO and Executive Managers GHCMA staff and managers Board members		Other CMAs Department of Treasury and Finance DEECA Local government Relevant state and government department and agencies External financial advisors, suppliers, and providers Internal and External auditors	

Key Responsibilities

Key Result Area	Key Position Accountabilities
Financial management and reporting	<ul style="list-style-type: none"> Lead the preparation of statutory accounts and annual returns, including but not limited to Department of Treasury & Finance (DTF) reports, Fringe Benefit Tax (FBT) returns, BAS Statements and Board reports Manage the provision of timely and accurate financial reporting obligations including, but not limited to: <ul style="list-style-type: none"> Annual audited financial statements Month-end payroll-related transactions Balance sheet reconciliations of CMA accounts, including payroll Financial statements for the Corporate Plan and Annual Report in conjunction with the Executive Manager Corporate Services Support preparation of Budgets and Forecasts Financial Board papers in conjunction with the Executive Manager Corporate Services Ensure the maintenance of the asset register, including depreciation schedules Manage the effective and efficient delivery of all financial processing services (including payroll) provided by the team Manage any banking matter and support the Executive Manager Corporate Services with organisation investment and cash flow matters.
Financial Analysis and Planning	<ul style="list-style-type: none"> Conduct thorough financial analyses of projects to assess their viability Support the creation and management of project budgets, forecasting revenue and expenditures, and ensuring adherence to financial limits Collaborate with stakeholders to ensure alignment with financial goals Regularly review project costs and recommend improvements.
Project Accounting	<ul style="list-style-type: none"> Oversee project-related financial activities, including tracking expenses, revenue, and financial progress Ensure the organisation's contract management system and grant revenue tracking are well managed, including supervision of contract and procurement area Analyse variances and identify strategies to stay within budget Implement new or revised financial policies and systems to enhance financial management Conduct post-implementation reviews to evaluate project success from a financial perspective.



Business Analysis	<ul style="list-style-type: none"> • Work closely with cross-functional teams to understand business requirements and translate them into financial solutions • Identify opportunities to save costs or increase revenue through effective financial strategies • Collaborate with IT departments on technology-related projects.
System Accounting	<ul style="list-style-type: none"> • Oversee the maintenance and troubleshoot the organisation's financial enterprise software • Ensure seamless integration of financial processes, including accounts payable, accounts receivable, general ledger, budget/forecast tools, human resources systems and more • Monitor and enforce proper accounting methods, policies, and principles.%
Project Management	<ul style="list-style-type: none"> • Lead and/or support the implementation of allocated projects to time, budget and scope as directed by the Executive Manager Corporate Services • Provide back-up support to the Executive Management Corporate Services from time to time, as required.
Leadership and Management	<ul style="list-style-type: none"> • Provide effective resource management that reflects a high performing, positive, innovative, and cohesive specialist team in the delivery of outcomes, including effective supervision to direct reports, coordinating the finance team's resourcing, performance, development and work schedule. • Act on behalf of the CMA on the consortium working group for the upgrade/continuous improvement of its finance and payroll system and assist the Executive Manager Corporate Services in the implementation of new systems. • Proactively participate in the Corporate Services leadership team and CMA Management Team.
Corporate Governance	Ensure the implementation and review of the Financial Management Compliance Framework; adherence to organisational financial policies and procedures and maintain the List of Delegations.

Organisational Requirements

Area	Requirements
Risk	<p>Employees of Glenelg Hopkins CMA are responsible for:</p> <ul style="list-style-type: none"> • Taking all reasonable and practicable steps to implement efficient systems and procedures • Contributing to the continued improvement of the CMA's risk management capabilities, including reporting any incidents that may result in unacceptable levels of risk or non-compliance with established procedures • Maintaining adequate records to demonstrate the management of risk.
Occupational Health & Safety (OHS)	<p>Employees and contractors of Glenelg Hopkins CMA are required to:</p> <ul style="list-style-type: none"> • Take the care to protect their own health and safety and that of their fellow workers • Comply with statutory requirements, Glenelg Hopkins CMA policies and procedures and all lawful instructions of managerial and supervisory staff • Co-operate in achieving a safe and healthy workplace • Wear and/or use all necessary protective clothing and equipment issued in order to protect the health and safety of themselves and fellow workers • Under no circumstances operate vehicles, plant or equipment while under the influence of alcohol, drugs or any other dangerous substance or without specific licences and certifications • Set a personal example • Observe behaviour of contractors and consultants to ensure that they also are aware of and adhere to OHS requirements and standards.



Record Keeping	Responsible for ensuring all record keeping activities under your control have been identified, created, and captured as per the CMA's record keeping requirements and obligations, in a transparent and secure manner.
Limits of Authority	Authority is limited to and in accordance with the current Instrument of Delegation.
Organisational Accountabilities and Responsibilities	The Glenelg Hopkins CMA is committed to the health, safety and wellbeing of all staff and as such will comply with all relevant statutory requirements. It is a condition of employment with the CMA that all employees comply with organisational Values, the Victorian Public Sector Code of Conduct and policies and procedures (as updated and amended from time to time).

Skills, Knowledge and Experience required to undertake the Role

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field; with a minimum of 7 years relevant experience
- Professional certifications (e.g., CA, CPA, CMA) will be a requirement
- Proven experience in financial management, business analysis and project accounting
- Strong analytical skills and attention to detail
- Ability to provide expert and strategic advice, using excellent communication and collaboration skills including negotiating with a wide range of stakeholders
- Demonstrated effective communication and interpersonal skills and the ability to develop and maintain positive relations with internal and external stakeholders
- Experience in managing a small team in the delivery of efficient and effective services
- High level of proficiency in Microsoft Office software packages, in particular Excel, as well as Accounting and Enterprise Systems (TechOne preferred)
- Current Victorian Driver's Licence (Manual), Police Check and Victorian Working With Children Check (WWCC) are required (Police Check and WWCC can be obtained prior to appointment)
- Pre-employment self-assessment is required prior to appointment

Position Certification

My signature below confirms that I understand and agree to undertake the inherent requirements of the position as outlined above.

Employee Name	Employee Signature	Date:
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Manager Name	Manager Signature	Date:
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Office use only

Position Reason	New position Replacement Position Other	Position Re-designed <u>Position updated</u>
Approved by:	CEO	Date: 1 August 2024