

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Finance Manager</b>
<b>Hours of Work:</b>	<b>Full Time</b>
<b>Reports to:</b>	<b>Chief Financial Officer</b>
<b>Direct Report:</b>	<b>Financial Accountant</b>

## Position

The Finance Manager is responsible for managing the day-to-day activities of the financial and accounting function to ensure timely processing, monitoring and reporting in a manner that ensures compliance with current accounting standards, SWC's policies and relevant statutory requirements. This will include assisting the CFO with the development and monitoring of budget and financial activities, management of efficient administrative systems for the Credit Union, coaching and development of the Financial Accountant and the provision of timely financial information to other staff, the Management and the Board.

## Objectives and Key Responsibility Areas

- To ensure the smooth processing of day-to-day activities of South West Credit's operational accounting and finance including:
  - ensuring all accounts, journals and cash holdings are accurate and reconciled including conducting trial balances;
  - Oversee timely payment of invoices
  - Calculation and regular reporting of liquidity levels.
  - Manage the payroll function including payment of Superannuation, Payroll Tax and Fringe Benefits tax
  - Arrange IPEX payments;
  - Oversee direct entry
  - Attending to APRA D2A reporting
  - Timely and accurate End of Month and End of Year processing and reporting
- Apply problem solving skills to identify and rectify any discrepancies and sources of potential risk for the organisation.
- To identify areas for improvement in the activities of the function including developing and maintain the accounting and administrative policies and procedures manuals to support the efficient processing of financial transactions.
- To provide a professional and timely service to other stakeholders including team members, internal and external auditors, fellow staff, members and the management team.
- Successfully develop and coach the Financial Accountant in all aspects of the role.
- Monitor staff training requirements to ensure all team members maintain a level of understanding of compliance requirements including legislative and Credit Union policy and procedures.
- Complete performance appraisals and provide ongoing coaching and mentoring including ensuring development plans are identified and implemented.

**Other**

- All identified mandatory training to be completed and assessments successfully undertaken in accordance with the training plan
- Identifies and reports any incidents that may create a risk to SWC and contributes to a culture that manages risk appropriately.

**Critical relationships**

- Financial Accountant
- Chief Financial Officer
- External and internal auditors and suppliers
- South West Credit Management Team and Board of Directors
- South West Credit's members

**Essential Selection Criteria / Core Competencies**

- Strong financial and accounting acumen as evidenced by tertiary qualifications and/or further study in economics, finance, commerce or accounting.
- Accredited CPA or CA.
- Proven track record of success in a like role.
- Demonstrated problem solving skills and ability to use initiative to identify solutions.
- Advanced interpersonal skills with the ability to build effective relationships with stakeholders.
- Excellent time management skills including the demonstrated ability to manage a range of priorities.
- High level of attention to detail and a quality orientation.
- High level of proficiency using Microsoft Office and various software and accounting packages.

**Desirable but not essential**

- Successful record of coaching and developing direct reports.
- Experience in managing a financial or accounting function.
- Experience in the financial services industry and an understanding of financial products.
- Understanding of taxation legislation relating to GST, FBT and payroll.