



Finance Manager

- ✓ Part time two year fixed term contract (21 hrs per week)
- ✓ Attractive not-for-profit salary packaging options
- ✓ Convenient location based at Campsie

Are you a qualified Accounting and Finance professional looking for a unique opportunity in a dynamic not-for-profit organisation? If so our position is for you!

Metro Assist Limited has an exciting opportunity for a motivated and experienced Finance Manager to provide high level strategic and operational leadership in the Finance and Accounting area. The successful candidate should be able to adapt to an evolving not for profit community sector environment and thrive in a team and deadline-oriented workplace.

The position is part time and the remuneration package includes \$105k per annum (pro-rata) plus superannuation and generous not-for-profit salary packaging options.

Reporting to the Chief Executive Officer, the Finance Manager is responsible for the overall management of Metro Assist's financial function including long and short term financial planning, financial risk management, effective cash flow management, monitoring financial performance, creating timely periodical financial reports for the management team and the Board, overseeing the day to day financial operations, preparing budgets and forecasts, managing the audit process and ensuring compliance with regulatory reporting and accountability requirements of funding bodies.

The role provides financial insights and analysis to the senior managers, CEO and the board and supports in organisational decision making and enhancing the financial performance of Metro Assist.

Essential Selection Criteria

- CPA/CA or tertiary level qualification in Accounting and Finance related field
- Proven experience in preparation of Financial reports and statements and providing financial insights and analysis that led to higher financial performance, accountability, transparency and robust decision making
- Demonstrated ability to develop budget forecasts, service cost and price modelling and conduct periodic reviews in a multi program and multi-site operation
- Demonstrated ability in reporting to a variety of funding bodies including both government and private agencies in accordance with their accountability requirements
- Highly experienced in coordinating external audit process and ensuring regulatory compliance
- Experienced in implementing financial policies and procedures including systematic financial control and risk management procedures
- Advanced Excel skills and knowledge of Accounting and Finance software packages
- Excellent attention to detail including the ability to meet deadlines under pressure while ensuring accuracy and quality

- High level of managerial and interpersonal communication skills including people management and liaison with a range of people both internal and external

Desirable Selection Criteria

- Previous experience in the not-for-profit sector
- Member of a professional body
- Experience working on transitions to fully automated payroll software

HOW TO APPLY

Applications close 11 January 2019 and must be submitted to: recruitment@metroassist.org.au

Your application must address each of the selection criteria and include:

- A cover letter
- Statement against selection criteria
- A current resume including your full name, postal address and contact number
- Two of the most recent work-related referees stating names, positions and contact details

For enquiries regarding this position, please contact Michelle Aldred on (02) 9789 3744 or email: recruitment@metroassist.org.au

Metro Assist is an Equal Opportunity Employer and is committed to achieving diversity within the workplace. Applications from Aboriginal and Torres Strait Islanders, people from culturally diverse backgrounds and people with disabilities are encouraged.

All offers of employment are subject to a satisfactory National Police Check and provision of a current Working with Children Check.