



Position: Finance Manager

Responsible To: Chief Executive Officer, Volunteering Australia

Hours of Work: Part-time, 25 hours per week (negotiable)

Type of Employment: Permanent

Salary: \$110,000 per annum (fulltime equivalent, to be prorated based on part-time hours) + super.

Overview of Organisation

Volunteering Australia (VA) is the National peak body for volunteering working to advance volunteering in the Australian community. Our mission is to lead, strengthen and celebrate volunteering in Australia.

Overview of the Position

This is an exciting opportunity to be part of an organisation which strives to do better and be better. The Finance Manager will form part of the Executive Team which currently comprises of the CEO, Deputy CEO and Policy Director, and the Governance and Operations Manager. In accordance with Volunteering Australia's corporate policies and procedures and under the strategic direction of the Board of Governance and the CEO, the Finance Manager will provide accounting, financial management and corporate services to Volunteering Australia.

This role is suited to someone who understands the importance of stakeholder engagement and cross-portfolio cooperation. We are looking for someone with a 'can-do' attitude who is happy with doing both operational and strategic work (as this position is the sole finance position in the organisation). Note. ***We would be willing to consider reduced part-time hours and the addition of a Finance Officer to the team for the right candidate.***

Duties:

- Implement and maintain best practice accounting and financial management systems, processes, controls and statutory requirements for VA, including the following:
 - Bank reconciliations and reconciling debit cards.
 - Process account payables and receivables in a timely manner.
 - Review and maintain chart of account.
 - Prepare timely monthly financial reports, including financial statements, budget variance reports, and cash flow forecasts.
 - Along with the CEO present financial reports to the Finance and Audit Committee and Board including coordination and secretariat for that committee.
 - Prepare and process payroll, including associated entitlements, award changes, taxation, and superannuation obligations.

- Manage compliance with statutory financial requirements, including GST, FBT and BAS returns.
- Review and update financial policies and procedures to ensure they align with best practice.
- Review and monitor term deposits to meet cash flow requirements.
- Work with the CEO to develop and manage budgets.
- Work with other members of the Executive team on cross-portfolio matters, including the operational plan and strategic planning activities.
- Prepare end of year financial statements for audit and liaise with auditors as required.
- Other duties as required.

Selection Criteria:

- Demonstrated experience in accounting.
- Familiarity with Fringe Benefits Tax legislation and its application.
- Tertiary qualifications in finance or related field.
- Strong stakeholder engagement skills.
- Proven ability to consistently manage multiple tasks and meet deadlines without supervision.
- Advanced excel capabilities.
- Experience in Xero accounting system is highly desirable.
- CPA and CA Qualifications will be highly regarded.

Please note all staff at Volunteering Australia are required to complete a Working with Vulnerable People, and Police Check prior to employment. This will be organised by Volunteering Australia for the successful applicant. To obtain a copy of our policy, or to have a confidential discussion about any concerns you may have, please contact hr@volunteeringaustralia.org.