

Job Title	Business Services Manager
Location	Port Melbourne, VIC
Reporting to	CEO

Purpose	<ul style="list-style-type: none"> To manage core Administrative operations, including Financial, HR and Governance functions to support the effective delivery of Bluearth's philosophy, mission, annual objectives and business strategy.
Key Accountabilities	<ul style="list-style-type: none"> Manage key financial and accounting activities including: <ul style="list-style-type: none"> Month end analysis and reporting Preparation of statutory reporting accounts and liaising with auditors and accountants Forecasting analysis, budgeting and cash flow management Management of debtors and creditors Payroll functions including superannuation management Manage transactional activities relating to: <ul style="list-style-type: none"> Accounts Payable and Accounts Receivable Processing & preparing of EFTs Payroll & Superannuation processing Monthly credit card acquittals Bank reconciliations Processing of staff allowances, recoups and travel claims Undertake Company secretary role including preparing Board minutes and action items, statutory reporting, ASIC notifications as required. Continually develop and maintain systems, policies and procedures to ensure the efficient and effective management and control of the company's finance, HR and administration processes to enable effective analysis and decision making. Act as a key point of contact to 3rd parties on accounting matters including external accountants, auditors, banks, and insurers; maximising value where possible. Support the CEO and executive team through provision of strategic and operational financial reports and analysis

	<p>to enable effective business decision making.</p> <ul style="list-style-type: none"> • Facilitate system support and advice regarding key organisational systems. • Support organisation, in accordance with policy, procedures, governance and relevant legislation promoting a safe and supportive working environment and act as key point of contact for WHS matters. • Manage Customer service standards and be an initial point of contact for all customer and supplier contact (to cover PAA and others having direct contact with customers) • General administrative support to the Board, CEO & Executive team. • Support and promote Bluearth brand, philosophy, culture and mission.
Competencies required for the position	<ul style="list-style-type: none"> • High level financial analysis and management skills • Ability to think strategically and make decisions • Able to build positive and effective working relationships at all levels, internally & externally • Analytical thinking & creative problem solving & attention to detail • High level communication skills, both verbal and written • Able to reinforce a culture that values all people, productive behaviour, team working & knowledge sharing • Self-motivated, results oriented, diplomatic and discrete • Positive, proactive and pragmatic approach • Excellent time management skills • Able to multi-task; responsive and willing to adapt to a variety of tasks and changing circumstances
Experience required for the role	<ul style="list-style-type: none"> • 2+ years' experience of operating in a similar Finance/Administration role • Experience in Finance, HR and Administration, budgeting and financial planning for both small to medium sized organisations • Ideally an understanding of 'Not for Profit' Sector and education system • Experience in core HR and Finance functions • IT competent- MS Office suite, MYOB, CRM