

# Position Description

## Finance & Admin Manager

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| <b>REPORTING TO</b>   | Director, Finance & Operations          |
| <b>WORK LOCATION:</b> | 60 Leicester Street, Carlton, Melbourne |
| <b>GRADE:</b>         | 7                                       |
| <b>SALARY (FTE):</b>  | \$108,956.04 plus 10% superannuation    |
| <b>STATUS:</b>        | Permanent, Full-time (negotiable)       |
| <b>HOURS:</b>         | 37.5 hours per week (negotiable)        |

### WHO WE ARE

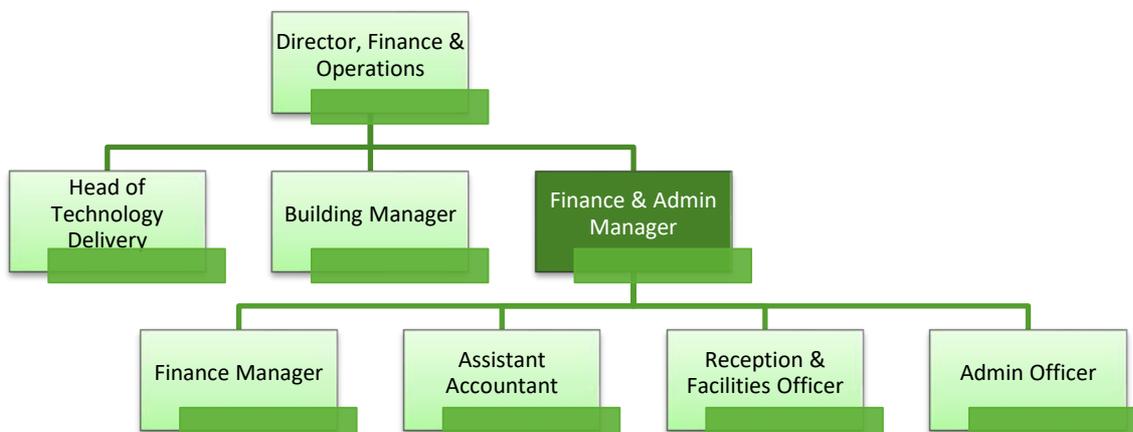
The Australian Conservation Foundation is Australia's national environment organisation – over 700,000 people, creating a world where forests, rivers, people and wildlife thrive. For more than 50 years, we've been protecting the web of life across our continent, from the Kimberley to the Reef and down the Great Dividing Range to Tasmania's forests.

We bring together people from community, government and business. Our supporters advocate against pollution and destruction, and for our living world. We hold decision makers to account. We champion big ideas and find common ground with unlikely partners. We are proudly independent, non-partisan and funded by donations from our supporters.

### THE ROLE

This is a leadership position responsible for ACF's finance and admin operations. The role is central to driving employee self-service opportunities and a great employee experience, therefore requires a rigorous approach to process efficiency. The core responsibility is financial management, as well as delivering efficient and proactive administrative services.

### REPORTING STRUCTURE



## HOW THE ROLE CONTRIBUTES TO THE ORGANISATION

The role sits within the Finance & Operations directorate, one of five directorates at ACF. The FOPS team provides services and support to the whole organisation including finance, facilities, office admin, information technology & data analytics.

By working closely with staff to understand how they engage with Finance & Admin and implementing efficient services and processes, the role will directly enhance employee effectiveness and experience at ACF.

## COLLABORATIONS

As part of the leadership team, the role will collaborate with managers and directors across ACF to ensure that changing needs of the organisation are being met by the Finance & Admin team. The role will work closely with the Head of Technology Delivery and the Head of People & Culture to ensure that there is a cohesive approach to employee experience. The role is responsible for the amenity of ACF's offices, with particular emphasis on inclusivity for interstate teams.

## RESPONSIBILITIES

- Lead the Finance & Admin team in delivering on ACF's strategic objectives as agreed in annual and other plans.
- Ensure the team members receive coaching, feedback, support and training to deliver high performance and well-being.
- Responsibility for the financial reporting process to communicate insights across the organisation. Proactively use query, automation and visualisation tools to improve the impact of financial reporting. Preparation of the annual financial report.
- Management of the annual budgeting and periodic reforecasting processes. Identify budget variances and alert directors and managers, as appropriate.
- Management of the finance team to ensure that transactions are promptly and accurately recorded in the finance system. Drive the development of the finance system and increase efficiency and automation of supporting processes.
- Support the Director of Finance & Operations in dealings with Board, Audit Committee and Executive.
- Responsibility for the delivery of admin services to the organisation, including reception, office support, supplies and other services as requested by Executive. Ensure that team members deliver admin services in a professional manner consistent with ACF values.
- Manage 60L (Melbourne head office) workspace, office equipment and storage. Ensure the 60L workspace is well maintained by procuring services, either directly or in collaboration with the 60L Building Manager. Manage interstate office leases and support interstate teams to configure, equip and maintain their workspaces. Contribute to the ACF OH&S committee.
- Administer the ACF risk management framework. Coordinate the review and dissemination of ACF operating policies. Manage the insurance policy renewal and claim processes.

## WHAT DOES HIGH PERFORMANCE LOOK LIKE?

As a leader, you advocate for the Finance & Admin team and support them to deliver at their highest potential. You are eager to connect ACF's strategic goals with your team's daily work, providing context and motivation. You show initiative, attention to detail and professionalism.

## KEY SELECTION CRITERIA

1. **Qualifications and Experience.** CPA or CA qualification is essential. A minimum of two years' experience as a Finance Manager responsible for all aspects of the finance function. Responsibility for the broader administration function is highly regarded.
2. **Data Analytics Skills.** Highly proficient in Excel including Power Query and data models. Experience of Power BI an advantage. Demonstrated ability to analyse complex problems, draw sound inferences and clearly communicate findings.
3. **Creativity and Innovation.** Strongly self-motivated to improve processes that drive automation and employee self-service. Experience in having successfully implemented significant new systems and processes (including finance systems).
4. **Leadership.** An experienced team leader and well-regarded, cross-organisational collaborator.
5. **Planning and Organising.** Experienced in setting strategic objectives, agile in project management and holding themselves and others to account. Enthusiastic about being part of a high performing team.