



POSITION DESCRIPTION

Role title:	Finance Manager
Full-time equivalent:	1.0 FTE
Job classification:	VPSG 5.1.1 to 5.1.5 equivalent. <i>Classification dependent on experience</i>
Base salary:	\$113,022 – \$124,884 per annum. <i>Salary dependent on experience</i>
Entitlements:	<ul style="list-style-type: none">• Superannuation of 15.5%, paid on base salary• 12 Rostered Days Off (RDOs) per year• 4 weeks of annual leave
Enterprise Agreement:	<i>CPSU SPSF Group Victorian Branch Staff Agreement 2017</i>
Reporting to:	The Branch Secretary
Primary workplace:	128 Exhibition Street, Melbourne VIC 3000

ROLE PURPOSE

The **Finance Manager** plays a central role in safeguarding the financial integrity, compliance, and sustainability of the Branch. In this role, you are responsible for the end-to-end management of all financial operations, including income and expenditure, payroll, taxation, superannuation, financial reporting, budgeting, and audit coordination.

You lead the preparation of accurate monthly financial reports and the annual budget, maintain robust financial systems and internal controls, and ensure compliance with all statutory and regulatory obligations. Acting as the principal liaison with auditors, banks, and external financial providers, you ensure the organisation's financial affairs are transparent, accountable, and well managed.

By providing reliable financial information, analysis, and advice to leadership, you support sound governance, informed decision-making, and the effective delivery of the union's industrial, organising, and campaigning objectives. Maintaining high standards of professionalism, confidentiality, and stewardship, you contribute to the organisation's long-term stability and capacity to represent members effectively.

ORGANISATIONAL CONTEXT

The **Community and Public Sector Union, State Public Services Federation Group (CPSU SPSF Group Victoria)** is the union that represents Victorian public sector workers. This includes employees in the Victorian Public Service, associated public entities such as statutory authorities, public corporations, and arts and cultural institutions; as well as a handful of community and other third-sector organisations.

CPSU Victoria represents members across a wide range of occupations and departments—policy, administration, regulation, heritage and culture, IT, justice, child protection, corrections, and more. The union is based at **Level 4, 128 Exhibition Street, Melbourne**, and operates within the national industrial relations system, principally but not only under the *Fair Work Act 2009* and the *Registered Organisations Act 2009*.

The **CPSU Victoria** has a proud history dating back to 1885, when the first Victorian public service association was formed to secure fair treatment, job security, and independence from political interference. Today, CPSU Victoria continues that tradition—fighting for fair pay, safe workplaces, secure jobs, and respect for the vital work public sector employees do to serve the Victorian community.

ORGANISATIONAL CONTEXT

The union is a democratic, member-led organisation, governed by an elected Branch Council and Executive. It is affiliated with Victorian Trades Hall and the Australian Council of Trade Unions (ACTU) and works collaboratively with other unions and civil society partners to advance the rights of working people.

DUTIES	DESCRIPTION
Financial Operations & Ledger Management	<ul style="list-style-type: none"> • Manage all accounts payable, receivable, and banking transactions. • Maintain the general ledger and financial records within MYOB/Xero. • Undertake journals, coding, and reconciliations (bank, credit card, petty cash) • Monitor cash flow and ensure availability of funds to meet obligations. • Maintain accurate, auditable financial documentation and filing systems and strong internal financial controls.
Payroll, Superannuation & Employee Financial Administration	<ul style="list-style-type: none"> • Manage end-to-end payroll processing and employee payments. • Administer superannuation, PAYG withholding, and salary packaging. • Maintain payroll and employee financial records and reporting. • Ensure compliance with industrial instruments and ATO requirements. • Provide payroll and financial information for audit and reporting purposes.
Taxation & Statutory Compliance	<ul style="list-style-type: none"> • Prepare and lodge BAS, PAYG, Payroll Tax, and FBT. • Ensure compliance with all tax and finance regulatory requirements. • Maintain knowledge of relevant legislative and regulatory obligations. • Ensure financial records are maintained and archived in accordance with statutory requirements.
Financial Reporting, Budgeting & Cash Flow	<ul style="list-style-type: none"> • Prepare monthly financial reports and commentary. • Prepare profit and loss, balance sheet, and cash-flow reporting, and all other reports required by law. • Provide principal support for preparation and implementation of the annual budget. • Monitor financial performance against budget and report variances. • Provide financial analysis and advice to support organisational decision-making.
Audit, Banking & External Liaison	<ul style="list-style-type: none"> • Act as principal liaison with external auditors and coordinate annual audit process. • Prepare financial statements, schedules, and audit documentation. • Liaise with banks, financial institutions, and external accountants. • Manage banking arrangements, accounts, and authorities.
Systems, Governance & Risk Management	<ul style="list-style-type: none"> • Maintain and administer financial systems and accounting software. • Maintain chart of accounts and financial system integrity. • Maintain contract, insurance and non-IT asset registers. • Develop and maintain financial procedures and controls. • Identify financial risks and implement mitigation strategies. • Support continuous improvement of financial systems and processes.
Union & Professional Responsibilities	<ul style="list-style-type: none"> • Provide high-quality financial advice and support to leadership. • Maintain strict confidentiality and integrity in all financial matters. • Support the organisation's governance, sustainability, and compliance obligations.
Other duties	<ul style="list-style-type: none"> • Any other duties as assigned by the Branch Secretary