

POSITION DESCRIPTION FINANCE MANAGER

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| Location | Hobart |
| Employment Status | 0.8-1.0 FTE Permanent contract, subject to funding 6-month probation period, employment may be subject to background check |
| Salary | \$108-116,000 pro rata (plus superannuation), dependent on skills and experience. |
| Last Revised | January 2023 |

Who We Are

NRM South is one of three natural resource management bodies in Tasmania and forms part of a national network of 54 similar bodies. NRM South is a mature not-for-profit organisation, with an office located in Hobart. We have a partnership delivery model, delivering projects on behalf of Australian and Tasmanian Governments, and through investment from our local, business and industry partners. We are responsible for identifying the region's priorities for natural resource management, working with the community to prepare a regional NRM strategy and facilitating its implementation.

Position Summary

NRM South's Finance Manager is a senior management role responsible for leading and directing all aspects of its financial operations including reporting, budgeting and managing grant accruals.

The Finance Manager operates across all aspects of the NRM South business, and will contribute to strategy and direction setting, the identification and implementation of growth pathways, and operational business and improvement.

The Finance Manager will have demonstrated experience delivering financial management services, including book-keeping, budget planning, payroll, management of bank accounts, payments, governance, and reporting in a dynamic project management environment.

The role is expected to form strong connections with the CEO, Finance, Audit and Risk Management Committee, the Board, Auditors, other Managers and employees, major funders, and various external stakeholders.

An annual performance review will be conducted by the Line Manager, based on the Position Description. Work reviews will be conducted on a regular basis.

Position Relationships:

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| Supervisor | CEO |
| Direct Reports | Nil |
| Other | The Finance Manager will be required to form professional, strong working relationships with: Internal |

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| | <ul style="list-style-type: none"> • NRM South staff (including CEO, project officers, corporate staff, and members of the Management Team) • NRM South Board and Finance, Audit and Risk Management Committee <p>External</p> <ul style="list-style-type: none"> • External providers and consultants – including auditors and insurance brokers • Local, State and Australian Governments, including regulatory authorities, and their representatives. • Sub-contractors and consultants |
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Key Duties and Responsibilities

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| 1. | Provide financial leadership for NRM South, including assisting the CEO with direction-setting, strategy and implementation. |
| 2. | Provide high level financial support, guidance and supervision to all operational areas of the team, including training/mentoring to staff (to build and strengthen organisational capacity and competency in financial management). |
| 3. | <p>Provide financial analysis and management of NRM South’s financial functions, including:</p> <ul style="list-style-type: none"> • Setting and monitoring against performance targets • Ensuring resources are allocated to meet priorities • Undertaking complex financial research, analysis and reconciliation tasks • Preparing and monitoring the annual operating and project budgets and financial compliance schedule • Preparing the general ledger coding, job costing and authorisation of all payments (in line with NRM South’s Governance Instruments Framework – Policies, Procedures and Guidelines) • Reviewing, maintaining and implementing the internal Finance Manual and associated registers (e.g. Asset and Equipment Register) • Managing NRM South’s bank accounts, investments, cash flow, petty cash, payroll, insurance, taxation, superannuation, procurement, accounts payable and accounts receivable, and associated obligations • Undertaking analysis to support project planning and demonstrate value to stakeholders |
| 4. | <p>Provide timely and accurate management and reporting of finances, including:</p> <ul style="list-style-type: none"> • Regular management reports with insights and recommendations • Organisation-wide and project-specific budgets, reports and forecasting • Regular financial reporting for the Board, Finance, Audit and Risk Management Committee, and Association Members (Annual Report) • Specific financial reporting to funders, auditors, government, and statutory/compliance reporting (e.g. ACNC) • Report to funding bodies in accordance with requirements, including quarterly and annual reporting and invoicing milestones. • Financial systems, procedures and data |

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| 5. | Provide expert technical advice, information, and recommendations to respond to opportunities and challenges relevant to the broader NRM South portfolio, including: <ul style="list-style-type: none"> • Business planning and development • Financial system improvements or efficiencies • Business improvement initiatives and projects. |
| 6. | Build, maintain, and leverage strong networks and relationships and act as NRM South’s authorised representative as required. Lead discussions with internal and external stakeholders on relevant issues, represent NRM South and manage relationships. |
| 7. | Attend regular Management Team meetings and contribute at a high-level to the management of the organisation, including in the development or review of Policies and Procedures for financial management, accounting controls and processes, risk management and quality assurance/quality control standards. |
| 8. | Perform other duties, as directed by the CEO or Line Manager, within the scope and competence of experience and qualifications. |

Level of Responsibility and Supervision

- The Finance Manager reports directly to the CEO (subject to any structural change) and is expected to work largely autonomously on a day-to day basis, under the general guidance of the CEO or Line Manager.
- The Finance Manager is expected to utilise professional skills, knowledge and experience to prioritise activities and proactively manage own workload to meet agreed timelines. Initiative is required to research, evaluate, recommend and implement agreed best practices that may be appropriate to organisation outcomes and effectively manage deadlines and activities to ensure high quality, timely and consistent delivery of outcomes.

Position Criteria (selection criteria)

| Essential Requirements: | |
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| 1. | Tertiary qualifications in business, finance, commerce, economics, or a related field, ideally a CPA, or equivalent. |
| 2. | Demonstrated experience delivering contemporary financial management services, including book-keeping, budget planning, payroll, management of bank accounts, payments, and reporting in a complex and dynamic project management environment. |
| 3. | Experience with cloud computing and common computing software relevant for managing NRM South’s financial systems, particularly MYOB and/or Dynamics 365, Excel and chart and report creation. |
| 4. | Proven analytical and problem-solving skills in managing and monitoring financial systems and implementing change to enhance organisational performance. |
| 5. | Experience providing strategic financial advice and modelling to support management and reporting to a Board of Directors. |
| 6. | Excellent interpersonal skills, with a proven ability to build effective relationships across business units. |

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| 7. | Understanding of, and commitment to, the requirements for accountability in a not-for-profit organisation with multiple income and expenditure streams. |
| 8. | A strong interest in environmental, primary industry, and public good outcomes. |
| Desirable Attributes: | |
| 1. | Current class C driver's license |
| 2. | Familiarity with reporting (including grant acquittals) to the Australian Government. |

WHS

- All staff will assist NRM South to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will engage in worksite inspections, accident reporting and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain NRM South's WHS processes in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision to their staff.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions.

Our Values



At NRM South, our core organisational values are:

- To embrace **innovation**
- To pursue **excellence**
- To foster **collaboration**
- To work with **passion**
- To deliver an **outcome-focus**

Advertising Instructions (Remove for advertising)

How to apply

For further information please contact Nepelle Crane, CEO on 0447 266 527 or via email at admin@nrmsouth.org.au.

Applications must include:

- A statement addressing all selection criteria (including desirable criteria) – no more than a total of 4 pages. Please ensure that your responses include specific examples to demonstrate how you meet each criterion.
- A current and concise resume/Curriculum Vitae
- Details of two professional referees.

Download the Position Description and Selection Criteria from www.nrmsouth.org.au/jobs/

Send your application to applications@nrmsouth.org.au

Applications must be received by midnight 14 February 2023. Late applications may not be considered.