




## Position Description

# Finance Officer

 <b>LOCATION</b>	 <b>EMPLOYMENT</b>	 <b>TEAM</b>	 <b>LEVEL</b>
Hobart	0.6 FTE	Corporate Team	Level 2

### Strategic contribution - your impact

The Finance Officer contributes to the financial health of the organisation, working closely with and supporting the Finance Manager and the Leadership Team by preparing reports and financial information that will allow them to make the best business decisions for the NRM South. The position supports NRM South through the provision of high quality financial administrative services and meeting compliance obligations to fulfil NRM South's *Corporate Plan* and the *2030 Regional Strategy for Southern Tasmania*.

### Position overview – what the position looks like

The Finance Officer uses their expertise to deliver financial and administrative operations including payroll, bookkeeping, and payment management. The role prepares financial reports and information to assist with strategic business decisions, providing advice on finance policies, procedures, systems and processes. The role works collaboratively with others to solve routine operational and transactional finance issues.

### About NRM South - Who we are

NRM South is a values-driven organisation, with people who:

- \* love to innovate
- \* pursue excellence in their work
- \* are passionate about natural resource management
- \* enjoy collaborating with other like-minded people
- \* value diversity and inclusiveness as we believe people perform at their best by being their total selves
- \* value achieving outcomes that benefit the Tasmanian people and its environment.

### OUR PURPOSE

NRM South is a not-for-profit organisation that works to keep our natural and productive landscapes healthy over the long term.

We are one of three natural resource management bodies in Tasmania and part of a national network of 54 similar entities.

We are the 'go to' organisation for planning and delivery of natural resource management in southern Tasmania. We work in partnership with government, research, industry, NGOs, regional bodies, and the community to deliver strategic, coordinated, and collaborative programs.

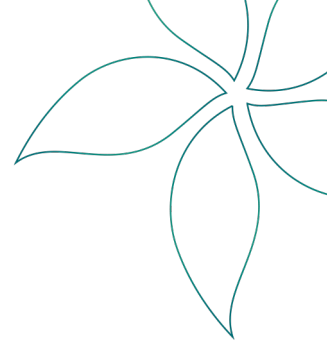
### OUR VISION

*To facilitate collaborative action for healthy landscapes and seascapes, protected natural values, and sustainable livelihoods and lifestyles.*

### REGIONAL STRATEGY 2023

<https://nrmsouth.org.au/about-us/our-strategy/>





## Position relationships - Who you will be working with

Supervisor	Finance Manager
Direct reports	Nil
Internal relationships	<ul style="list-style-type: none"><li>* Corporate Team members</li><li>* CEO and NRM South Leadership Team</li><li>* NRM South Board, as/when appropriate</li><li>* Finance, Audit and Risk Management Committee</li></ul>
Stakeholders	<ul style="list-style-type: none"><li>* Auditors, Australian Tax Office and other regulatory organisations</li><li>* Commonwealth, state and local government offices and representatives</li><li>* External agencies, service providers and consultants</li><li>* Industry and peak industry associations</li><li>* Funding providers, including funding bodies and philanthropic stakeholders</li><li>* Universities, higher education and research organisations</li><li>* Community and interest groups</li><li>* Specialist consultants, contractors and suppliers related to financial and business systems</li><li>* Other NRM organisations, as/when appropriate</li></ul>

## Key accountabilities - What we expect of you

The Finance Officer is accountable to the Finance Manager with key accountabilities for:

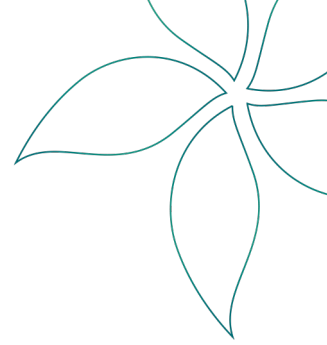
- \* Accuracy and timeliness of all finance related recording, analysis, reporting and advice.
- \* Efficiency and effectiveness of routine financial processes.
- \* Compliance with relevant laws, regulations and organisational policies.

## Duties and responsibilities - What you will do

Deliver Results	<p>Provide comprehensive financial and administrative services in line with organisational policies, procedures and relevant legislative requirements, including: operating NRM South's bank accounts, investments, cash flow, petty cash, payroll, insurances, taxation, superannuation, procurement, financial and purchasing transactions, and associated obligations</p> <p>Exercising initiative and applying its professional skills and knowledge to prioritise activities and meet agreed timelines under the broad direction of the Finance Manager.</p> <p>The position will refer more complex, contentious and/or sensitive issues to the Finance Manager.</p> <p>Ensure compliance with relevant laws, regulations, and organisational policies.</p>
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<p>Influence &amp; Collaborate</p>	<p>Contribute to financial analysis and management of NRM South’s financial functions, including:</p> <ul style="list-style-type: none"><li>✦ Assisting in the preparation and monitoring the annual operating and project budgets and financial compliance schedule</li><li>✦ Reviewing, maintaining, and implementing the internal Finance Manual and associated registers (e.g. Asset and Equipment)</li><li>✦ Participate in the development of financial and administrative systems within the NRM South's operations and lead initiatives to optimise efficiency and effectiveness.</li></ul> <p>Operate in accordance with NRM South's policies and procedures</p> <p>Contribute to a cohesive, results-oriented team culture, and a collaborative, engaged approach to organisational activities.</p> <p>Look for opportunities for continual improvement.</p> <p>Prepare timely correspondence and produce reports utilising relevant software applications and corporate systems to meet stakeholder needs and contribute to the timely and accurate provision of financial reporting and analysis.</p> <p>Participate in the development of financial and administrative systems and processes to support more efficient workflows and continuous improvement initiatives.</p>
<p>Stakeholders &amp; Communication</p>	<p>Receive and manage enquiries and other communications.</p> <p>Build and maintain effective working relationships with key internal and external stakeholders to exchange information, obtain cooperation and support and provide financial and administrative information</p> <p>Provide support for the Finance manager on all matters related to stakeholder management.</p> <p>Present a professional and engaged approach at NRM South meetings and events.</p>
<p>Health &amp; Safety</p>	<p>Maintain high standards of workplace health, safety and wellbeing, and protect all employees and stakeholders, in accordance with NRM South’s policies and procedures and relevant legislation.</p>
<p>Other duties</p>	<p>Fulfil other duties and reasonable directions as specified by the CEO, within scope of capabilities, experience, and responsibilities.</p>



## Position criteria - What attributes you will have

### Knowledge – What you know

- \* Tertiary qualifications in accounting, finance, or a related field, desirable.
- \* Demonstrated understanding of cost accounting, and project management.
- \* Understanding of, and commitment to, the requirements for accounting standards in a not-for-profit organisation with multiple income and expenditure streams.
- \* Familiarity with reporting (including grant acquittals and ACNC requirements) to the Australian Government, desirable.
- \* Familiarity with audit processes and requirements, desirable.
- \* Demonstrated understanding of not-for-profit organisations and/or the natural resources management or related industry, desirable.

### Experience – What you have done

- \* Demonstrated experience delivering or supporting contemporary financial management services, including book-keeping, budget planning, payroll (incl. STP), management of bank accounts, Accounts Payable/Accounts Receivable functions, FBT, year-end processing, superannuation lodgement, and reporting.
- \* Experience with cloud computing and common computing software relevant for managing NRM South's financial systems, particularly Xero and/or Dynamics 365, Excel and chart and report creation.

### Behaviour – What you can do

- \* Excellent personal organisation and time management, and able to organise and schedule other people's time effectively.
- \* Demonstrated analytical and problem-solving skills to support management and monitoring of financial systems and assist in implementing change to enhance organisational performance.
- \* Apply contemporary finance principles to NRM South.

### Personal Qualities – Who you are

- \* Maintain the highest standards of probity, confidentiality and integrity.
- \* Highly organised and reliable.
- \* Excellent interpersonal skills, with a proven ability to build effective relationships and deliver financial advice and support across business units.
- \* A strong interest in environmental, primary industry, and public good outcomes, desirable.