



**Macleay
Options Inc**
Your Number One Option

Position Description: Finance Officer

Responsible to: CFO

Section: Finance/ Administration

Responsible for: The Finance Officer contributes to the overall success of Macleay Options by effectively managing administrative, financial and accounting services to ensure long-term financial viability and fit for purpose corporate services, including records, information systems and administration. The provision of expert financial reporting and assistance to the Chief Finance Officer are the key responsibilities on matters including business and financial operating structures, funding models, cost saving strategies, assisting in the development of strategic financial planning and savings initiatives and strategies.

Objective: Macleay Options operates in a dynamic, rapidly changing environment which requires flexibility, initiative as well as excellent organisation and problem-solving skills. As Finance Officer of the Administration/ Finance team in an evolving organisation, this role is an anchor role in the organisation's operations.

Employment Status: Full-time

Key responsibilities:

- As a member of the leadership team, contribute to a positive, collaborative and innovative culture, including providing input to strategic and business planning.
- Establish and maintain effective financial management ensuring sound business practices, compliance with internal and external controls and statutory requirements in relation to Macleay Options' finances are achieved in consultation with the Chief Finance Officer.
- Review, analyse and draft business cases, grants and funding submissions and provide recommendations and advice relating to commercial viability, impact on the net cost of services and allocation of funds.
- Ensure the Chief Finance Officer (CFO) is fully informed of Macleay Options' financial position. Develop and maintain systems to provide up to date and accurate financial information monthly to the CFO for preparation of Management committee and senior management reports.

- Monitor the individual monthly, annual budget to ensure compliance, variations should be brought to the attention of the CFO in a timely manner.
- Assist with the annual external audit, and implementation of any Audit recommendations.
- Manage the Finance / Administration team to achieve optimal performance, including the management of workloads and resourcing, performance management, constructive feedback and facilitation of ongoing professional and technical development.
- Lead and participate in financial and business reviews to improve and strengthen internal controls around business processes.
- Evaluate the need for new information technology requirements across the organisation and recommend appropriate solutions that meet Macleay Options' financial and information requirements.
- Manage the development and delivery of the administrative function, including records, reception and the central administration team to provide effective and efficient services.
- Monitor and provide advice on the financial performance of Macleay Options' related entities.

Essential Criteria for the Position

- Relevant tertiary and professional qualification, a proven record in accounting and preferably experience in the not-for-profit sector, and / or commercial environment.
- Substantial knowledge of and demonstrated experience in management reporting, financial modelling, financial management and accounting principles and practices.
- Previous proven performance as an experienced Finance Officer.
- Membership or eligibility to be a member of a recognised professional accounting body such as CPA Australia or Institute of Chartered Accountants, IPA in Australia.
- Successful experience managing a team to ensure a positive outcome for the benefit of the organisation.
- Demonstrated proficiency in the broad range of Microsoft Office products, particularly Word and Excel, and confidence in database development and management.
- Excellent oral and written interpersonal skills and demonstrated ability to interact with a diverse range of people.
- Demonstrated understanding and competence in managing the IT requirements.
- Experience developing and implementing organisational systems and processes and an understanding of the challenges that non-for-profit organisations.
- Proven capacity to produce high quality reports and documents in a timely manner for internal, external and Management Committee purposes.
- Previous experience using SharePoint and familiarity with setting up and utilising Dropbox cloud storage.
- Sound understanding of information and knowledge management principles and practices.

Knowledge of not-for-profit reporting and regulatory requirements (i.e. ACNC

All applications need to be in writing addressing the selection criteria and received by close of business 26th October 2018 submitted by email to the HR Manager

julia@macleayoptions.org.au

Further information can be obtained by calling the HR Manager on (02) 6562 2355 or emailing julia@macleayoptions.org.au.