

Finance Manager

Position Description

01-03-24



Reporting to:	Finance Director	Work location:	Melbourne
Department:	Finance	Budget holder:	Finance
Team:	Finance Team	Direct reports:	None
Classification:	EM5 0.6FTE	Working conditions:	Desk-based

About CERES

CERES is an environmental education centre, urban farm and social enterprise hub spread across four locations, linked by the Merri and Darebin Creeks on Wurundjeri Country, Melbourne. Our vision is for people to fall in love with the Earth again and to that end, our work spans environmental, social, economic, spiritual and cultural dimensions.

CERES is a social impact powerhouse, turning over \$20M annually, employing 315 staff and operating 16 distinct yet integrated social enterprises. CERES is a dynamic, innovative and resilient organisation which has tripled in size over the past 10 years and is predominantly self-funded through trade.

About CERES finance

The CERES ecosystem of activities provides a unique, dynamic, exciting, complex, challenging and rewarding operating environment for the Finance Team and Finance Director.

As the conduit through which all CERES financial activity flows, the Finance Team has access and visibility of all of the parts which make the whole. The team is responsible for developing critical analytical and navigational tools and monitoring and sharing business intelligence, which assists with business improvement and enables the organisation to fulfil our mission. Enterprise managers, directors, the CEO and Board members work collaboratively on enterprise-specific operations and whole-of-organisation strategy.

Role purpose

The Finance Manager manages the day-to-day operations of the CERES finance function and fortnightly payroll. They ensure the timely and accurate processing of all finance related transactions for all of CERES' different areas and pursue continuous improvement of the processes of the finance department.

The Finance Manager provides stakeholders with clear guidance around finance department process / procedures and expectations and makes 'finance' and finance related processes accessible to staff who need to interface with the department. This position reports to the Finance Director.

Key areas of responsibility

Financial reporting

- Take responsibility for the operational finance function of CERES.
- Support the Finance Director in financial reporting.
- Prepare timely, accurate and fit-for-purpose financial reports to support critical business decisions.

Payroll

Full responsibility for the payroll function including

- Fortnightly processing of payroll and salary packaging services for CERES employees in consultation with the Finance Director and P&C Manager.
- Resolve staff payroll queries in a timely manner.
- Reconcile, prepare and lodge of PAYG, superannuation and PLSA in line with organisational obligations.
- Fortnightly preparation of payroll reports for key stakeholders.
- Maintain and monitor leave entitlements liability.

Bookkeeping

- Manage the day to day accounting transactions
- Reconcile, prepare and lodge of quarterly business activity statements
- Reconcile bank accounts and credit cards
- Control credit on accounts receivable

Compliance

- Support the Finance Director to ensure all statutory reporting and corporate governance requirements (ASIC, ACNC, ATO, REO, etc) are up to date.

Other

- Maintain and manage system APIs
- Other duties consistent with the position where required and/or requested by the Finance Director from time to time

Health, safety, security and risk management

- Be a role model for safety and security including complying with all safety instructions and training given at the workplace.
- Act in a safe manner at all times and participate with keeping all employees, contractors and volunteers safe whilst on and off the premises.
- Report all incidents, potential hazards and injuries in a timely manner.
- Be aware of the risks associated with your team's every day work and ensure appropriate mitigation measures are applied.

Person specification

Essential

We're part of a bigger story | Generosity | Everyone is welcome | We practice what we teach | Our hope is grounded in action | We work with love
Date: 25/01/2023

- Financial management experience, including bookkeeping & reporting.
- Commercial and/or business experience.
- Experience working collaboratively as part of a diverse team and building positive and productive working relationships with colleagues across multiple locations.
- Interpersonal communication skills and problem-solving ability.

Desirable

- Experience in a medium to large not for profit/charitable organisation.
- A broad understanding of social enterprise.
- Experience with Xero and Employment Hero software.

Qualifications

- Relevant qualifications in payroll, bookkeeping and accounting
- CPA/CA accreditation or working towards.
- National Criminal Record Check

Other important information

- In line with the *Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015*, CERES is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources.
- It is the employee's responsibility to familiarise themselves with, understand and adhere to CERES' Policies and Procedures as varied from time to time.