

## Manager, Finance

<b>Group</b>	Business Services	<b>Team</b>	Finance
<b>Classification</b>	ACECQA Band 6/7	<b>Job family</b>	Business Support / Finance
<b>Reports to</b>	Financial Controller	<b>Direct reports</b>	Up to 8
<b>Position ID</b>	P00108	<b>Date approved</b>	09/03/2020

The Manager Finance manages and coordinates ACECQA's finance and accounting activities, including costings for new projects, programs and services; budgets and forecasts; month end reporting; regular and ad-hoc reporting and analysis; updates to finance policies and procedures; continuous improvement, and software.

### About ACECQA

The Australian Children's Education and Care Quality Authority (ACECQA) is an independent national authority that assists governments in implementing the [National Quality Framework](#) (NQF) for children's education and care.

ACECQA works with the Australian and state and territory governments to:

- implement changes that benefit children birth to 13 years of age and their families
- monitor and promote the consistent application of the [Education and Care Services National Law](#) across all states and territories
- support the children's education and care sector to improve quality outcomes for children.

ACECQA is an independent national authority based in Sydney. It is guided by a governing [Board](#) whose members are nominated by each state and territory and the Commonwealth. The Board is accountable to the [Education Council](#).

### About the Business Services Group

The Business Services Group comprises teams and employees with the following major functions:

- Human Resources responsible for recruitment and selection, HR policies and procedures, WHS, performance management, learning and development, workforce planning and payroll services
- Corporate ICT responsible for the ICT infrastructure, software management, ICT security and the provision of help desk support to ACECQA staff
- Education and Care Systems responsible for the secure and efficient management of the national online business system for transactions between regulatory authorities, services and individuals
- Facilities responsible for infrastructure management, asset management, reception and building and maintenance
- Finance responsible for corporate budgeting, financial management, programs, services and resources costing, investments, procurement, accounts receivable and payable, and the receipt of fees
- Records and Information Management responsible for managing ACECQA's records and information in line with statutory obligations.

Business Services vision is to achieve excellence in the following:

- The delivery of efficient and effective financial solutions to support and promote ACECQA's plans
- The achievement of ACECQA's strategic objectives by providing high quality, reliable and secure technology planning, infrastructure and planning
- The delivery of efficient and reliable online business systems to support the National Quality Framework
- Attracting, retaining and developing quality staff
- The provision of a safe and healthy work environment, ensuring value for money and compliance with all statutory obligations.

## **About the Finance Team**

The Finance team performs the following key functions:

- accounts payable, accounts receivable, general ledger, fixed assets management
- financial and management accounting, cash flow management, and advice on banking and investment options to suit organisational needs
- periodic and ad hoc management reporting, financial reporting and statutory reporting
- budget preparation and ongoing monitoring, business analysis/modelling
- programs, services and resources costings
- monitoring compliance with internal financial policies and procedures, compliance with external statutory obligations, as well as risk management
- strategic financial advice to support organisational goals and planning.

## **Key Accountabilities**

- Develop costings for projects, programs and services, including liaising with stakeholders, understanding assumptions and requirements, gathering data and recommending outcomes
- Coordinate and prepare the organisational budget with business areas to ensure compliance with sound budgeting practices and applicable policies and procedures
- Manage the preparation of monthly management accounts and other regular and ad-hoc internal management reports, for audiences such as the Board and its Audit, Finance and Risk Sub-Committee
- Prepare financial statements, including all schedules, in accordance with relevant accounting standards
- Manage cash flow monitoring and investment strategies, as directed by and in consultation with the Financial Controller
- Manage preparation of periodic statutory reports for the delegate's authorisation, including payroll tax, FBT, BAS, and workers compensation
- Provide advice and support to business units and managers on financial management matters
- Maintain and update financial policies and procedures and provide training to staff in consultation with the Financial Controller
- Manage financial and accounting systems including regular reviews of systems and recommendations for system improvements in consultation with the Financial Controller
- Act as primary point of contact with internal and external auditors
- Manage, supervise and support the activities of finance team members, including providing ongoing professional development and mentoring
- Other duties as required, including undertaking tasks of the Senior Finance Officer and Financial Controller as required from time to time.

## **Key Selection Criteria**

- Tertiary qualification in accounting/finance or related areas together with a current CPA/CA registration
- Demonstrated significant experience in financial management processes and systems, including budgeting, analysis, supervision and reporting
- Demonstrated management skills and experience including project management, policy development, and team management and supervision
- Highly developed problem solving and analytical skills with the ability to develop complex costings, budgets, and forecasts
- Well developed communication skills, oral and written, people skills, organisational skills and administrative skills
- Advanced skills in business and finance technologies including accounting software and Microsoft Office