



## POSITION AVAILABLE

**Role:** Finance Manager, AFL South East

**Reporting to:** Regional General Manager, AFL South East

**Location:** AFL South East, Casey Fields Cranbourne

### OBJECTIVES OF THE ROLE

This position is pivotal to providing a strong financial framework for AFL South East and the affiliated Leagues administered by the Regional Administrative Centre (RAC) – the Mornington Peninsula Nepean Football League, Frankston District Junior Football, South East Juniors, South East Women's Football and AFL South East Top Age Competition. This is achieved by ensuring all functions are undertaken in accordance with statutory requirements, Australian Accounting Standards and Concepts, AFL South East Strategic Plan and Policies and Procedures.

The primary objectives of the Finance Manager role are to:

- oversee the Accounts Payable, Accounts Receivable and Financial Reporting of AFL South East and the affiliated Leagues administered by the RAC
- oversee the effective Finance function of AFL South East and the affiliated Leagues administered by the RAC
- undertake budgeting & EOFY projections
- ensure the appropriate financial infrastructure is in place to support the provision of AFL South East services to its staff, affiliated Leagues and member clubs, sponsors, and other stakeholders.
- ensure all financial management and operational systems and processes, including statutory compliance systems are in place and adhered to

The Finance Manager will report directly to the AFL South East Regional Manager (RM) and will be part of the AFL South East Senior Management Team.

As AFL South East is a small not for profit organisation, this is a hands on role requiring involvement across all Finance functions at both a strategic and operational level.

### KEY ROLES & RESPONSIBILITIES:

The position includes, but is not limited to, the following duties. In many cases, a duty will necessitate consultation with the appropriate fellow staff members.

#### 1.0 FINANCIAL LEADERSHIP & MANAGEMENT

- As the Finance Manager provide leadership for AFL South East on all financial matters.



- Monitor the financial performance of AFL South East and affiliated Leagues, and provide timely feedback and support to the RM.
- Participate actively in the Senior Management Team Meetings, and provide strategic advice and leadership to the AFL South East RM and as required, to the AFL South East Advisory Committee and Commission.
- Assist South East RM and AFL South East Chief Operating Officer with their responsibilities in relation to the financial assistance of their Leagues, budget management and other key areas as required

## **2.0 ACCOUNTS PAYABLE & RECEIVABLE**

The Finance Manager will be responsible to perform the following accounts payable and receivable tasks for AFL South East and our affiliated Leagues -

- review and verify invoices and cheque requests
- sort, code and match invoices
- set invoices up for payment
- management of payment of umpires
- enter and upload invoices into the AFL Victoria system
- track expenses and process expense reports
- prepare and process electronic transfers and payments
- prepare and perform cheque & payment runs
- post transactions to journals, ledgers and other records
- reconcile accounts payable transactions
- prepare analysis of accounts
- monitor accounts to ensure payments are up to date
- research and resolve invoice discrepancies and issues
- maintain vendor files
- correspond with vendors and respond to inquiries
- produce monthly reports
- assist with month end closing

## **3.0 FINANCE OPERATIONS MANAGEMENT**

- Manage AFL South East and affiliated Leagues finances including timely and accurate preparation of the annual budgets, monthly reconciliations, monthly reports and management analysis, PAYG statements, and the preparation of the pre audit file
- Ensure compliance with relevant statutory, regulatory, policy and Australian Accounting Standards and report on annual statutory and taxation requirements as appropriate (including Pre audit file, PAYG withholding, superannuation, Workers Compensation, FBT and GST reporting)
- Identify opportunities and implement improvements in processes of financial accounting to achieve efficiencies



- Manage and supervise the efficient, timely and compliant weekly administration of payroll, including superannuation
- Ongoing management of debtors, creditors and project accounting processes ensuring these processes maximize AFL South East and our affiliated leagues financial outcomes
- Ensure effective management of AFL South East and our affiliated leagues cashflow, including cash management, cashflow budgeting and forecasting where required.
- Work with the RM and Senior Management Team, and where required with Operations Coordinators, to maintain the AFL South East and individual League budgets and develop and implement budgetary system improvements.
- Monitor AFL South East financial performance against budget projections
- Other duties as reasonably directed by the RM

#### **4.0 FINANCE SYSTEM MANAGEMENT**

- Identify opportunities and implement improvements to the financial accounting software to achieve efficiencies and improve the user experience
- Assist and advise the RM, Chief Operating Officer with development of techniques and systems to better monitor financial performance of their programs and activities
- Maintain, review and make changes to the Chart of Accounts annually and as required

#### **5.0 ANNUAL AUDIT MANAGEMENT**

- Manage the preparation of the pre audit file in a timely and structured manner in preparation for the annual audited and in accordance with the audit timetable
- Ensure financial and other monitoring requirements of funding bodies are fulfilled
- Maintain records as appropriate for the audits and compliance as well as day to day use

#### **6.0 KEY SELECTION CRITERIA & PERSONAL ATTRIBUTES**

##### **Qualifications**

- Tertiary qualification in Accounting.

##### **Knowledge & Understanding**

- Demonstrated knowledge and understanding of finance policies, procedures and accounting standards
- Demonstrated knowledge and understanding of finance management in the not for profit sector, including grants management, regulatory requirements and other special characteristics



## **Experience**

- Extensive experience in financial operations, including payroll, accounts payable, accounts receivable, budgeting, forecasting and other general accounting services
- 5 - 7 years experience in the key facets of financial management including developing and maintaining multiple budgets, maintaining cash flow, overseeing creditors and debtors, producing financial reports and ensuring statutory compliance
- 2 - 3 years' experience in the Not For Profit sector, with preference given for an understanding of a football / netball environment

## **Skills and competencies**

- Proficiency in and proven ability to make improvements to financial operations and accounting packages
- Advanced Xero (or equivalent) skills
- Advanced Microsoft Office skills particularly Word and Excel
- Strong analytical, organizational and decision making skills
- Excellent time management skills, including the ability to discern priorities, plan ahead and coordinate with others to complete tasks

## **Desirable Selection Criteria**

- Knowledge of and experience using the eSource (or equivalent) program
- Ability to openly and objectively provide counsel on financial, operational and statutory matters to senior management
- Understanding of finance management as it relates to not for profit and / or club processes
- Experience in facilitating an annual audit process
- Broad operations and governance management skills and experience
- Good attention to detail

## **7.0 CONDITIONS OF EMPLOYMENT**

### **Remuneration**

A salary package will be negotiated with the successful applicant depending upon experience and skills.



An initial 3 month probationary period applies.

An annual review process regarding performance will be undertaken.

### **Hours of Employment**

The position is full time.

AFL South East operates from Casey Sports House in Casey Fields.

The Finance Manager is expected to be in our office at Casey Fields 3 days per week during the AFL season mid-February to October.

### **APPLICATIONS CLOSE:**

Applications close **COB Wednesday 4<sup>th</sup> August.**

Applications addressing key selection criteria and experience can be sent to [will.dakis@afl.com.au](mailto:will.dakis@afl.com.au)