



FINANCE & ADMINISTRATION MANAGER

POSITION DESCRIPTION & SELECTION CRITERIA

ROLE:	Finance & Administration Manager
MANAGER:	CEO
DIRECT REPORTS:	Finance Administration Assistant
LOCATION:	Sydney
HOURS:	Part-time: 30 hours per week
DATE:	February 2012

SUBMITTING AN APPLICATION

To apply for this position, please address **each of the essential and desirable criteria** and return your application and your CV to hr@planetark.org or PO Box R988, Royal Exchange, NSW 1225 by 20th February. If you have any questions feel free to call Rebecca Gilling on 02 4784 3155.

FUNCTION & PURPOSE

The primary objectives of the Finance & Administration Manager role are:

- To ensure that all financial management including statutory compliance systems are in place and adhered to
- To ensure that the appropriate financial infrastructure is in place to support the provision of Planet Ark's services to its staff, business partners and the general public including strategic financial planning

PRINCIPAL DUTIES & RESPONSIBILITIES

The Finance & Administration Manager is responsible for :

- Ensuring creditor, debtor and debt management processes maximise organisational financial outcomes
- Ensuring effective management of Planet Ark's cashflow including cashflow budgeting and forecasting
- Maintaining an efficient, timely and compliant payroll function

- Compliance management including statutory compliance and taxation (Annual accounts and audit, BAS, PAYG instalments, reporting, superannuation, Workers Compensation, GST reporting)
- Working with the Management Team to maintain the company's and individual campaign budgets
- Developing and maintaining policies relevant to Planet Ark's financial management
- Managing the register of contracts
- Managing insurance and leasing arrangements
- Strategic financial planning of the organisation in conjunction with the CEO and Executive team
- Working with the Management Team to develop and implement budgetary system improvements
- Ensuring personal adherence to Planet Ark's HR Manual and overseeing adherence of Assistant
- Other duties as reasonably directed by the CEO.

WORKING RELATIONSHIPS

Internal Relationships	External Relationships
CEO	Creditors & Debtors
Finance Administration Assistant	Auditor
Executive Team	Legal & Insurance Service Providers
Campaign Managers	
All Staff	

SELECTION CRITERIA

The Finance and Administration Manager must demonstrate:

1. At least three years experience in key facets of financial management such as developing and maintaining budgets and cash flows, overseeing creditors and debtors, and statutory compliance

2. Formal qualifications in financial management or equivalent
3. Proficiency in accounting packages (Attache desirable)
4. Excellent IT skills with strong knowledge of Excel and Word
5. Strong planning and organisational skills
6. Excellent written and oral communication skills
7. Strong analytical and decision-making skills
8. Strong stakeholder service focus
9. Ability to work confidentially, with tact and discretion