



POSITION DESCRIPTION

Job Title:	Chief Financial Officer	Job Category:	B
Department/Group:	Finance	Reporting To:	CEO
Location:	Hobart Head Office	Travel Required:	Occasional interstate
Level/Salary Range:	TBC	Position Type:	Full time Permanent
HR Contact:	Nick Leitch 03 6234 4155 nick@beaconfoundation.net	Leave:	5 weeks annual leave 2 weeks personal leave 2 days compassionate leave

Job Description

Reporting to the Chief Executive, the **Chief Financial Officer** will manage the day to day financial viability of the Beacon Foundation and provide strong leadership to further develop our financial processes and policies through consultation with the Chief Executive.

KEY RESPONSIBILITIES INCLUDE:

- Responsible for Beacon's finances nationally
- Responsible for producing regular financial information, accounts, budgets, re-forecasts and cash-flows for presentation to the Chief Executive & Board
- Ensure compliance with all statutory, financial and sponsor acquittal obligations
- Manage external audit process
- Pro-active implementation of system and reporting improvements and business advice

Additional more detailed responsibilities of the role include:

Finance Administration

- Develop and implement finance policies and procedures as required
- Ensure the monthly reconciliation of all ledgers and sub-ledgers
- Analyse business performance / results, providing feedback to Chief Executive
- Track and monitor revenue for accuracy, verifying it against sub ledger report on a monthly basis
- Ensure that revenue is allocated correctly, taking corrective action where inconsistencies arise.
- Ensure monthly accruals are adjusted to meet demands of the business.
- Ensure that debtors is monitored and collections are consistent with set company time frames
- On a monthly basis conduct balance sheet reconciliation for review by Chief Executive
- Where inconsistencies to reconciliations emerge take remedial action or refer to relevant personnel as appropriate
- Update "chart of accounts" monthly to reflect account management activities

Budgeting / Forecasting & Reporting

- Co-ordinate and prepare annual budgets, including operating and capital expenditure budgets
- Ensure the accurate preparation / reporting of monthly financial results in strict accordance with Company

deadlines

- Ensure job costing is completed and reported by end of month to Chief Executive
- Where required, provide assistance / direction to managers with regards to the preparation of budgets
- In conjunction with the Chief Executive, ensure that business cash flow adequately supports company work activities and produces optimal results
- Ensure approved capital expenditure budgets are adhered to at all times
- Ensure any variations to budgets and forecasts are explained in management reports, including any future / potential exposures to the organisation
- Collate all relevant information to produce end of year statutory accounts for the company
- Ensure that end of year statutory accounts report is finalised by specified date and presented to Directors for review
- On a monthly basis track and review expenditure against set budgets providing Chief Executive with a "budget inconsistencies report"

Asset Management

- Ensure all company assets are monitored and accurately accounted for
- Ensure company motor vehicles and property are effectively managed
- On a monthly basis ensure the general ledger is reconciled to the assets register

Regulation & Statutory Compliance

- On a monthly basis ensure the general ledger is reconciled to the assets register
- As required complete ABS returns within specified date for final review and approval by Chief Executive prior to forwarding to regulatory body
- On an annual basis reconcile gross wages, group tax, superannuation & workers compensation against general ledger for review by Chief Executive
- On an ongoing basis review company expenditure to ensure compliance with FBT regulations, reporting inconsistencies immediately to Chief Executive
- Ensure that annual FBT return is completed for approval by Chief Executive prior to lodgement with ATO
- Ensure that the company GST is compliant and the BAS return is accurately prepared by specified due date and reviewed by Chief Executive prior to lodgement with ATO

People Management

- Manage, mentor and coach staff within the Finance team
- Ensure that relevant information is communicated to staff enabling them to effectively carry out their functions
- Delegate tasks to staff in line with skill, knowledge and ability and where necessary identify skill gaps and training requirements

KEY QUALIFICATIONS & SKILLS REQUIRED

- CA or CPA qualified
- Solid understanding of corporate finance, accounting and audit preparation
- A team player with the ability to manage a small team
- Strong IT skills - particularly Excel and QuickBooks Online
- The successful applicant will require a satisfactory National Police check

DESIRABLE ATTRIBUTES

- A team player, diplomatic and strong communicator
- Highly organised with attention to detail
- Ability to work autonomously - requiring little supervision
- Flexibility in hours of work to ensure successful implementation of work functions and tasks
- Adaptability and resilience enabling personal performance and productivity levels to be maintained in stressful situations
- Passionate about young people and their future
- Strong fit with the Beacon Foundation's core values of passion, team, professionalism, flexibility and innovation

SHARED RESPONSIBILITIES (ALL BEACON STAFF)

- Work cooperatively with other staff to achieve organisational objectives
- Demonstrate commitment to and understanding of the values of Beacon Foundation
- Maintain high standards of work practices and ensure integrity, respect and confidentiality at all times
- Utilise and learn to use software and new technologies as required
- Support and promote the work of Beacon and maintain the positive image of the organisation