

Proposal for Finance Manager

Employ a Finance Manager on a casual contract basis up to 15 hours per week to have oversight over the financial processes and produce consolidated and meaningful management financial information on a timely basis for the entire Manly West P&C operations.

Cost

Market rate for Finance Manager in similar organisations. Anticipate this will be around \$50-\$60 including super per hour (to be determined based on experience). Based on a 15 hour week for 42 weeks of the year, total cost is in the range of \$31,500 to \$37,800 per annum.

Review for Role

Formally assess the role outputs and achievements after 6 months to determine the value of the role and assess if we need to alter the hours per week. The Finance Manager should have at least monthly check-ins with the Governance Team to discuss progress.

Rationale for Employing a Finance Manager

Governance and controls in the P&Cs operations were discussed in the Term 1 Executive Meeting and an action was taken to conduct a review.

A Governance team was established in July 2020 to review processes and all governance related areas to ensure the P&C is complying with its obligations. The Governance team members are Tony Falzarano, Jo-ann Plowman and Gayle Graham.

A high-level review was conducted on 22nd July 2020 and various shortcomings were identified in the following areas:

- Accounting system
- IT equipment (including cyber security)
- Financial control
- Automation
- Key person dependency
- Process notes
- Segregation of duties
- Approval process
- Timesheets
- Policies & Staff induction
- Staff issues

Role Description – see Appendix 1

APPENDIX 1

Manly West P&C Finance Manager – Role Description

Many West P&C requires a Finance Manager to oversee the bookkeeping functions. This person will work closely with the existing bookkeeping and administrative staff across the entire P&C function which encapsulates Before and After School Care, Canteen, Uniform Shop, Band, Kitchen Garden and General P&C accounts. The role reports into the P&C via the President and Treasurer.

Duties will include:

- documenting processes / procedures
- creating policy documents
- implementing consistent methods & approval processes
- automating processes
- backup for payroll function (reviewing fortnightly payroll and as well as preparing payroll once per term)
- assisting bookkeeper to produce and distribute the accounts to relevant stakeholders on a timely basis
- assisting bookkeeper with preparation of budgets
- review adequacy of cyber security
- investigate change of accounting systems:
 - set up of new system
 - copying balances from MYOB to new system
 - modifying chart of accounts
 - training staff who would need to use new system
 - running system in parallel until new system running smoothly (therefore entering data into both systems)
- Other ad hoc duties as required

Requirements:

- CA/CPA or equivalent qualification
- Experience leading projects and driving change
- Strong financial analysis skills
- Ability to critically evaluate processes and propose solutions
- Previous people management/supervisory experience
- Ability to influence key stakeholders
- Ability to remain agile and adaptable to changing requirements
- Excellent interpersonal and communication skills