



FINANCE MANAGER REQUIRED

Many West P&C requires a Finance Manager to oversee the bookkeeping functions and financial control.

This person will work closely with the existing bookkeeping and administrative staff across the entire P&C function which includes 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.

HOURS:

This is a casual role and will up to 15 hours per week.

DUTIES INCLUDE:

- documenting processes / procedures
- creating policy documents
- implementing consistent methods across the P&C's operations and 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 and implement new accounting system
- Other ad hoc duties as required.

REQUIREMENTS:

- CA/CPA or equivalent qualification
- Experience leading projects and driving change
- Strong financial analysis skills
- Experience with accounting software (e.g. MYOB/Xero)
- 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

Remuneration is payable as per FairWork Australia requirements.

Applications close on Friday, 23 April 2021.

For more information, or to submit your application, please contact Tracey Martin via email president@manlywestpandc.org.au or phone 0408 884 959.