



Position Description

Finance Manager

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1. Position summary

Field	Detail
Position title	Finance Manager
Area	Org Services — Finance
Reports to	Chief Executive Officer
Direct reports	Finance Administration Officer (Grade 5)
Position type	Non-practitioner; finance and corporate services
Classification	CSMEA Grade 8 (Community Sector Multiple Enterprise Agreement (ACT))
Employment basis	Part time — 25 to 30 hours per week. Days negotiable.
Location	Canberra City. Predominantly office-based.

2. Role purpose

The Finance Manager coordinates all financial services for EveryMan Australia — including accounts payable and receivable, payroll, financial reporting, budgets and asset management — in accordance with EveryMan's guidelines, standards and procedures, to ensure the provision of services which meet program objectives and deliver EveryMan's strategic objectives.

The Finance Manager holds the finance function for EveryMan Australia Ltd, providing financial management, reporting, compliance and governance support to the CEO, Board subcommittees and the senior leadership group. The role is the organisational lead for accounting, payroll, audit, insurance and financial risk management.

The Finance Manager is a member of the Org Services function, reporting directly to the CEO. The role works closely with the CEO and the Finance Subcommittee on financial planning, performance reporting and compliance, and supports the broader management team on budget management, project acquittals and grant financial reporting.

3. Key responsibilities

3.1 Accounts and financial management

- Manages accounts payable — including electronic transfer of creditor payments and ensuring creditors are paid within required timeframes.
- Manages accounts receivable — including issuing invoices and debtor payments, with minimal debtors over 60 days.
- Manages entry and reconciliation of bank accounts, credit cards and petty cash transactions.
- Manages GST coding and preparation of IAS and BAS statements.
- Maintains the asset register, including calculation of depreciation, acquisitions and disposals.
- Prepares monthly financial statements, including end-of-month accruals and other relevant journals.
- Prepares working papers and supporting documentation for annual audited statements and project acquittal statements.
- Provides financial analysis and reports on budgets and other financial management matters, as required by the CEO.

3.2 Payroll and ATO compliance

- Manages payroll — including payments, entitlements, leave records and reports — ensuring employees receive accurate pay and access to related information including leave balances and payment summaries.
- Manages award interpretation and payroll compliance, ensuring leave entitlements are managed in accordance with the CSMEA.

- Manages ATO obligations — including BAS, IAS, PAYG withholding, superannuation guarantee, and FBT in connection with PBI salary packaging.
- Provides relevant services, support and information to internal clients (staff) regarding payroll, leave entitlements and related matters.
- Advises the CEO on payroll compliance risks and provides timely resolution of payroll queries.

3.3 Financial reporting

- Provides detailed monthly analysis and reporting of financial performance to the CEO and the Finance Subcommittee, within required timeframes.
- Ensures the CEO and other managers have the information they need to manage budgets.
- Assists the CEO and management team with budgets, project acquittals, compliance and registration submissions.
- Provides financial analysis and reports on tenancy matters, as required by the CSD.
- Works with the CSD on the management of rent-related charges and payments.
- Establishes and maintains all client rent-related arrangements.

3.4 Audit and insurance

- Oversees the annual external financial audit — ensures sound record management and preparation to achieve satisfactory audit outcomes, and that audited financial statements are available for AGM and governance deadlines.
- Prepares working papers and supporting documentation for annual audited statements.
- Manages EveryMan's insurance portfolio — including submission of the annual renewal, management of claims, and ongoing relationship with brokers and underwriters.
- Liaises with external auditors, ensuring timely provision of records and responses to audit queries.
- Ensures compliance with audit, accounting, taxation and other finance-related requirements.

3.5 Governance, risk and controls

- Strengthens controls, governance and risk management frameworks across the finance function.
- Develops, implements and reviews relevant policies, procedures and other financial documentation.
- Ensures adherence to all relevant policies, procedures, guidelines and statutory requirements.
- Maintains and improves financial systems — including automation and process improvement — to support accurate, efficient and auditable financial operations.
- Supports the CEO and Finance Subcommittee in monitoring financial risk and ensuring sound stewardship of EveryMan's resources.
- Provides financial input to EveryMan's organisational risk management processes.
- Maintains a sound understanding of EveryMan's funding environment, including Service Funding Agreements, grant conditions and ACNC reporting obligations.

3.6 Systems and technology

- Leads the management and continuous improvement of EveryMan's accounting systems — primarily MYOB.
- Identifies and implements opportunities for automation and process improvement across the finance function.
- Maintains data integrity across financial systems and ensures financial data is accessible and usable for management reporting.

3.7 Records and compliance

- Maintains accurate and confidential client records — both external (client-related financial records) and internal (staff payroll and entitlement records).
- Promotes safe and healthy work practices and ensures compliance with work health and safety legislation and guidelines.
- Promotes workplace diversity and participative work practices.
- Complies with all EveryMan policies, procedures and manuals applicable to the role, including but not limited to: Risk Management Policy; AI Policy; Privacy Act 1988 (Cth); Corporations Act 2001 (Cth);

Australian Charities and Not-for-profits Commission Act 2012 (Cth); Superannuation Guarantee (Administration) Act 1992 (Cth); Fringe Benefits Tax Assessment Act 1986 (Cth).

- Undertakes other duties and projects as directed by the CEO.

3.8 Supervision and professional development

- Participates in regular supervision catch-ups and development sessions with the CEO.
- Attends Finance Subcommittee meetings as required, providing financial reports, analysis and advice.
- Attends all-staff and leadership meetings as required.
- Develops and maintains professional skills through participation in supervision, development sessions and attendance at relevant meetings and training.
- Proactively identifies and undertakes opportunities to enhance knowledge, skills and attributes.

4. Key performance indicators

KPI	Standard
Debtors	Minimal debtors over 60 days.
Creditor payments	Creditors paid within required timeframes.
Payroll accuracy	Employees receive accurate pay and entitlements, and have access to related information including leave balances and payment summaries. Leave entitlements are managed in accordance with the CSMEA.
Financial reporting	Reports are accurate and provided to the CEO within required timeframes. The CEO and other managers have the information they need to manage budgets.
Audit outcomes	Annual external audit is completed within agreed timeframes. Audited financial statements are available for AGM and governance deadlines. No breaches of audit, accounting, taxation and other finance-related requirements.
Insurance	Insurance portfolio is renewed on time each year. Claims are managed promptly and professionally.
Policies and procedures	Policies and procedures related to finance are accurately maintained and current.
Client records	Client records (external and internal) are accurate and there are no breaches of client confidentiality.
Staff feedback	Positive feedback from internal clients (staff and managers).
Compliance obligations	No breaches of ATO, ACNC, superannuation or other statutory obligations.
Attendance and development	Full attendance and active participation at staff meetings. Proactively identifies and undertakes opportunities to enhance knowledge, skills and attributes.

5. Six key capabilities

Capability	Demonstrated by (Finance Manager)
Being professional	The knowledge, skills and attributes associated with professional conduct — including self-management, ethical behaviour, taking responsibility, problem-solving and using initiative. Acts with integrity and discretion in handling sensitive financial and organisational information. Takes ownership and accountability for the finance function. Communicates clearly and accessibly with financial and non-financial audiences.
Delivering service	The knowledge, skills and attributes associated with working with clients to deliver high quality service, maintaining awareness of client issues and ensuring client dignity and confidentiality in the context of organisational policies, systems and processes. Provides timely, accurate and well-presented financial reports and advice. Responds promptly to financial queries from the CEO, management team and Finance Subcommittee.
Working in teams	The knowledge, skills and attributes associated with working effectively in a team environment, including adjusting to change to ensure the team meets organisational and team goals. Works collaboratively with the CEO and management team on budgeting, acquittals and compliance. Builds effective relationships with external parties — auditors, insurers, brokers, ATO, ACNC. Shares financial information in accessible ways.
Contributing to the organisation	The knowledge, skills and attributes associated with community engagement, awareness and organisational focus to align work with the values and mission of the organisation within its internal policies and procedures. Understands EveryMan's mission, values, funding environment and governance obligations. Represents EveryMan professionally to external financial stakeholders.
Co-ordinating and managing	The knowledge, skills and attributes associated with co-ordinating work activities, managing people and their performance as well as managing budgets and resources. Manages the full finance function — accounts, payroll, audit, insurance and compliance — on a part-time basis. Plans and prioritises across competing financial deadlines. Leads systems and process improvement in the finance function. Has appetite for technology and process improvement.
Leadership	The knowledge, skills and attributes associated with shaping strategy, governance and risk management and industry leadership. Proactively identifies and addresses financial risks and control weaknesses. Drives continuous improvement in EveryMan's financial systems and processes. Contributes to sound organisational stewardship and financial governance.

6. Qualifications, experience and selection criteria

6.1 Essential qualifications

- Tertiary qualifications in Accounting, Finance or a relevant discipline (Certificate IV or above; Bachelor degree or higher preferred).
- Current Working with Vulnerable People registration (ACT) under the Working with Vulnerable People (Background Checking) Act 2011.
- Current right to work in Australia.

6.2 Desirable qualifications

- CPA or CA membership (current or eligible).
- Postgraduate qualifications in accounting, financial management or a related field.

6.3 Essential experience and capabilities

- Minimum 5 years accounting experience, ideally in the community services or not-for-profit sector.
- Proficient in the use of MYOB or similar accounting software.
- High-level financial analysis and reporting skills.
- Strong skills in the Microsoft Office suite, particularly Excel.
- Demonstrated experience in payroll management, award interpretation and ATO compliance.
- Demonstrated experience in managing an annual external audit process.
- Demonstrated experience in insurance portfolio management.
- Sound knowledge of ACNC reporting obligations and not-for-profit financial governance.
- Excellent communication skills — written and verbal — with the ability to present financial information to non-finance audiences.
- Strong organisational skills and ability to manage multiple financial deadlines on a part-time basis.

6.4 Desirable experience

- Background in community housing and/or residential tenancy management.
- Experience with salary packaging administration under PBI status.
- Experience with Service Funding Agreement acquittals and grant financial reporting.
- Experience with financial systems automation and process improvement.
- Experience working within a multidisciplinary community services team.

6.5 Capabilities to be demonstrated in application

- Demonstrated experience managing the finance function of a not-for-profit or community services organisation.
- Demonstrated ability to produce accurate, timely monthly financial reports for a CEO and board subcommittee.
- Demonstrated experience in payroll compliance and ATO obligations.
- Demonstrated capacity to manage an annual external audit process from preparation through to completion.
- Demonstrated proficiency in MYOB or equivalent accounting software.
- Demonstrated appetite for technology and process improvement in a finance context.
- Demonstrated ability to work effectively on a part-time basis across a complex, multi-funded organisation.