



POSITION DESCRIPTION

Assistant Manager, Finance

Level and Salary Range	\$85,000 - \$95,000
Job Type	Full time -12 Month Contract (Parental Leave Cover)
Reports to	Finance Manager
Purpose of the Position	The role of the Assistant Manager, Finance is to provide operational support to the Finance Manager and day to day supervision and management of the finance team. The role acts as the single senior point of contact for internal and external stakeholders in relation to NDIS billing issues. The role facilitates all transactional finance services, including payroll, reconciliations, accounts payable / receivable, assists in the production of financial reporting, budgeting and forecasting.
Tasks and Responsibilities	<ul style="list-style-type: none"> • Provide day to day management and supervision of the Finance team • Manage relationships and resolve issues relating to NDIS billing issues • Reconcile the general ledger account to ensure validity and accuracy • Review cash activities within Carpentaria, ensuring appropriate internal financial controls exist and where identified, implement initiatives for improvement • Oversee the reconciliation of the bank account on daily/weekly basis, ensuring correct general ledger account allocation of transaction items • Assist with financial reporting, forecasting and budgeting • Assist in preparation of financial accounts and cashflows for end of year audits • Review and streamline bank reconciliation process • Facilitate the investigation and timely resolution of variances • Oversee the day to day processing of accounts payable transactions, ensuring completeness of payments are made in a timely manner • Oversee cut off process at the end of each month • Review and understand the process underlying the recording of debits invoices • Review aged debtors reports on a weekly basis
Essential Criteria	<ul style="list-style-type: none"> • Demonstrated leadership capabilities with experience managing and supervising a team of professionals. • Demonstrated high level oral and written communication skills with the ability to develop and maintain positive relationships with a range of diverse stakeholders • Certified Practising Accountant (CPA) qualification (or progress towards CPA qualification) . • Demonstrated experience using Microsoft products, and in particular a high level of competency using Excel and its advanced features. • Accuracy and attention to detail with strong IT and analytical skills to extract, analyze and report key data in a meaningful way. • High level organisational skills with the ability to manage people and workloads, prioritise work, document, track tasks and work both within a team and independently to meet deadlines and achieve results. • Commitment to continuous improvement within the organisation and ongoing personal professional development • Current Working with Children Card, Criminal History Check, First Aid Certificate and NT Drivers Licence
Preferred Criteria	<ul style="list-style-type: none"> • Previous experience managing a team • Demonstrated ability to work cohesively as a part of a team • Knowledge and understanding of Disability and NDIS related funding
Behaviours Required	<ul style="list-style-type: none"> • Embody Carpentaria's values of Honesty, Collaboration Innovation and Respect, and a demonstrated human rights-based approach.

Authorised by CEO:

 (Behalf of CEO).

Created April 2021

Date:

5 May 2021