

ROLE PURPOSE: Finance Manager



Our Vision

We see a world in which no person is needlessly blind or vision impaired.



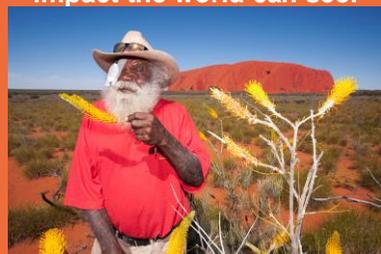
Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can exercise their right to sight, good health and self-determination.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

At The Fred Hollows Foundation, you will make an impact the world can see!



How we value your contribution:

Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Salary packaging

We qualify as a health promotion charity so the Australian Taxation Office (ATO) allows us to reimburse you for personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income Tax Free Threshold.

Leave

You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave. You will also receive 5 days paid leave between the Christmas and New Year period and other types of leave such as personal (sick or carers') leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

Paid parental leave

We provide 14 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers. In addition, upon receipt of notification from the Family Assistance Office, primary carers may access 18 weeks paid parental leave at the statutory rate.

Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job, with targeted opportunities identified for our Aboriginal and/or Torres Strait Islander people as required. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program, which includes financial support and study days. We actively encourage our Aboriginal and/or Torres Strait Islander employees to apply for study support.

Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability

We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

Health & safety

We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to help make your workplace safe.

Employee Assistance Program

You and your family will have access to free professional and confidential external counselling assistance if you need help with personal, family or employment related matters.

To work in the Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children
- Be prepared to share evidence of full vaccination against COVID 19



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

ROLE PURPOSE

Role Title: Finance Manager
Global Office

Division: Business
Operations

Location: Sydney

Date: November
2022

Employment type: Full time,
Permanent contract with flexible
work arrangement

Reports to: Group Financial
Controller

**Number of direct
reports:** 4

Leadership Band:
Leads Others

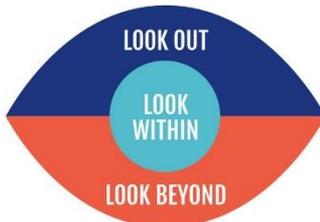
Purpose of the role:

The **Finance Manager– Global Office** is responsible for the managing all month-end and year-end duties, financial and management reporting, supporting audits and process improvement for Global office finance. The Finance manager is responsible staff management, collaboration, and excellent interpersonal skills in building trusted relationships with the team member and business stakeholders to enable fact-based decision making and to achieve business unit strategic goals and targets. The role will be the go-to person for transactional and technical accounting advice.

The **Finance Manager–Global Office** will own the outcomes of:

1. Collaborate with the Group Financial Controller on initiatives, including month-end, year-end reporting, assist in preparing annual financial accounts and new report development
2. Partner with Group financial Controller in reviewing and understand P&L and Balance sheet reconciliations and ensure no surprises. Understand the drivers causing variations in each account.
3. Review journals, payroll, telegraphic transfers, and accounts payable payments run.
4. Work with local and overseas finance office team to ensure foundation policies, procedures and work processes are maintained and followed. Participate in developing and update documents for business processes and accounting policies to maintain and strengthen internal controls
5. Manage and leading a team of four to five responsible for payroll, accounts payable, and end of month.
6. Coordinate and support internal and external audits.
7. Manage tax compliance around GST and FBT.
8. Build and maintain strong working relationships with key internal customers / stakeholders including Business Unit Senior Managers and assist key stakeholders interpret data and trends in line with performance targets.
9. Support in maintaining a continuous risk analysis to identify and manage key financial and compliance risks impacting FHF.
10. Search for and arrange learning opportunities for direct reports to attend as part of their Professional development.
11. Responsible and accountable other task assigned by the Group Financial Controller.

Our Capabilities:



As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:

- Sound knowledge of reconciliations, financial and management accounting function
- Demonstrated experience in budgeting/ work planning, end of month, management report, cash flows planning, audit, contract and grant management and liaising with internal and external from non-finance stakeholders.
- Demonstrated experience in using multiple financial systems and the ability to assimilate with emerging technologies/ systems.
- Demonstrated experience of project management from finance & operational and monitoring and evaluation perspectives.
- Demonstrated experience acting as a bank account administrator for a medium sized or large organisation.
- Demonstrated ability to maintain positive public relations with internal and external stakeholders.

Skills:

- Sound knowledge of financial accounting systems
- High level communication, consultative, interpersonal, and negotiating skills (both oral and written), with a demonstrated ability to work collaboratively with relevant stakeholders at strategic and operational levels
- Strong problem-solving skills and ability to initiate tasks without supervision

Desirable Experience:

- CPA or CA Qualification
- Extensive experience in accounting roles such as Month-end, year-end, consolidation, and transactional services.
- Ability to adapt and change with a growing business. Experience Working in fast-paced environment.
- Strong systems experience combined with process improvement
- Experience in an international NGO environment or multinational corporation

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| <ul style="list-style-type: none"> • Advance level skills in in computer usage-Excel, Word and E-mails systems • Strong ability to meet deadlines • Strong analytical skills • Strong planning and organizational skills | <ul style="list-style-type: none"> • Experience with change management and project management. • Utilising Sun system or ERP system, and Info BI or Power BI |
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Qualifications:

CPA or CA Qualification

The position involves:

This position is recognised as having “Contact with Children” either direct or indirect
 This position does not involve “Working with Children” either direct or indirect.
 This position does not involve working with beneficiaries, donors and/or partners

Travel:

Not required

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.