

FINANCE, RISK & COMPLIANCE MANAGER

Position Description



JOB OVERVIEW

TITLE	Finance, Risk & Compliance Manager
REPORTS TO	CEO
LOCATION	60 Leicester St, Carlton (some work from home possible)
SALARY	EV6.1 \$49.18/hour (approx. \$97,180 p.a.) plus superannuation and generous leave conditions
FTE	0.6
TERM	Permanent

WHO WE ARE

Environment Victoria is one of Australia's leading not-for-profit environment groups, with a history of running strategic, people-powered campaigns that win action on climate change and improved environmental protections. Our campaigning is solutions-based, founded on research and aims to build enduring community power.

Our team of around 24 staff and several hundred volunteers is nimble, creative and fun. We have an annual budget of \$3.5 million and assets of \$3.3 million. We are a registered charity incorporated in the state of Victoria with deductible gift recipient (DGR) status.

WHO YOU ARE

You are an experienced accountant and manager with an understanding of the compliance and risk environment of a medium-sized charity. You want to support action on climate change and be part of a team working hard to make a better future for all.

THE ROLE

Reporting to the CEO, you will lead the finance department and our risk and compliance program. You will maintain oversight of the organisation's financial situation for the CEO and Board, and lead the budgeting and forecasting processes. You will manage and work closely with our bookkeeper (0.7 FTE), as well as overseeing routine financial processes including payroll and payments. You will oversee statutory reporting and compliance and lead implementation of our new risk management systems.

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ACTIVITIES

- Develop, maintain and track the organisational budget (profit & loss, cashflow and balance sheet)
- Prepare timely financial management reports for the Board and its Finance, Audit & Public Fund Management Committee (FAPUF), CEO and staff
- Oversee the processing of all income and payments and banking and external financial obligations (eg BAS, IAS, super)
- Manage the Bookkeeper and any financial service providers or consultants
- Coordinate the annual audit and preparation of annual statutory financial reports
- Contribute to relevant processes of the EV Board and FAPUF
- Assist in determining the financial implications of organisational decisions, including contracts entered into by the organisation
- Collect, interpret and review financial information
- Refine and monitor appropriate financial systems, procedures, policies and internal controls to support the efficient and effective operation of the Finance function
- Support FAPuF to manage EV's Green Future Fund by liaising with fund manager and overseeing investment accounting
- Assist the Board, FAPuF and CEO maintain the financial health of the organisation
- Contribute to organisational strategy, planning and reporting as a member of the management team
- Guide and coach the management team in financial literacy and in the production and management of program budgets and quarterly reforecast activities
- Predict future financial trends and develop longer term financial models
- Develop strategies that work to minimise financial risk
- Manage the organisation's compliance program to ensure compliance and statutory reporting requirements are met and the organisation responds to new and emerging regulatory issues
- Support the Board & CEO to manage organisational risk by coordinating the organisation's risk management framework and risk register

Performance measures

- Timely and accurate financial planning, accounting and reporting
- Efficient administration of routine financial transactions
- Compliance against all legal requirements
- Efficient identification, evaluation and management of risk

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- Effective communications with the CEO and management team

SELECTION CRITERIA

Essential

- Excellent financial skills, including experience with Xero
- Accounting qualification (CA or CPA)
- Experience in a finance manager role
- Excellent time management and organisational skills
- A keen eye for detail and desire to probe further into data
- Excellent interpersonal and communications skills, and experience with supervising staff

Desirable

- Working knowledge of the regulatory environment for charities
- Experience in the non-profit sector
- Experience implementing risk management systems

TERMS AND CONDITIONS

The position is a part-time (0.6 FTE), permanent position.

This position is classified as EV6.1 with a commencing pay point of \$49.18/hour and annual progression as defined in the Environment Victoria Enterprise Agreement 2021. The Agreement also provides for employees to commence at a higher pay point in limited circumstances where they can demonstrate they have recently been performing equivalent work.

- Environment Victoria is strictly non-partisan and an equal opportunity employer
- Environment Victoria staff are required to operate in a manner consistent with organisational policies
- After hours and weekend work will/may be required. This will be agreed in advance and TOIL or flexi time utilised as appropriate.

The Environment Victoria Enterprise Agreement 2021 provides exceptional entitlements including more than 5 weeks of annual leave, generous parental leave conditions and sector leading measures to tackle the gender super gap.

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REPORTING

The successful applicant will report to the CEO.

HOW TO APPLY

To apply for this position please submit the following:

- A short cover letter explaining your interest in the role
- A current CV, including names and contact details of two referees
- Responses to each of the selection criteria (max 4 pages)

Please email your application, along with a CV and cover letter to admin@environmentvictoria.org.au

Applications close Monday 31 January at 9am.

We strongly encourage applications from Aboriginal or Torres Strait Islander people, people of colour, women, people with disability and members of the LGBTIQ+ community.

For more information about Environment Victoria, visit our website: www.environmentvictoria.org.au.

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