

18 February 2019

Dear Applicant

Application Kit – Finance Specialist

Thank you for your interest in applying for the Finance Specialist position at Corporate Nature. This is a full time permanent position which can be based at our offices in Cairns, Innisfail or Mareeba.

To be considered for this position applications must be submitted online at www.corporatenature.org.au/employment/. The online application process includes the submission of the following:

1. Online application form
2. Cover letter
3. Resume (maximum 5 pages)
4. A separate document addressing the selection criteria (maximum two pages). The selection criteria is listed in the attached position description. Please provide a concise description and examples of how you consider you meet each of the criteria and use headings to clearly show which selection criteria is being addressed.

The closing date for applications is **Monday, 4 March 2019** and your application must be submitted by 4:00 PM (AEST). Upon receipt of your application, you will be sent a confirmation email. If you do not receive an email within 24 hours, please contact Kelly O’Kane on 0428 278 265. It is anticipated that interviews will be conducted during the week of 4 March 2019.

For further information on this position, please direct enquiries to Vicki Theobald on 0413 853 910, or vicki.theobald@corporatenature.org.au. All applications will be treated with the utmost confidentiality.



Michelle Nusse
General Manager
Corporate Nature



Position Context and Capability Statement

Corporate Nature Structure

The primary purpose of Corporate Nature is to assist the NRM members to fulfil all or any of their objectives through the provision of best practice corporate services. The NRM members are FNQ NRM Ltd t/a Terrain NRM, Cape York NRM and Northern Gulf Resource Management Group. This includes provision of staff, provision of corporate systems, admin support for projects and the NRMs, assistance in application for grants or funding from federal, state or local government or alternatively, from the private sector, cooperation with other NRMs and provision of tools, plant, equipment stock and consumables as required.

The secondary purpose of Corporate Nature is provide the same or similar services as outlined above to third parties provided that any profit derived in doing so will be allocated by way of gift to NRM members (or any one or more of them) to assist in the attainment of the NRM objectives.

The structure of Corporate Nature includes:

- A board of directors with representatives from each NRM member who provide strategic direction.
- Management staff who oversee Corporate Nature operations and staff
- Specialist staff who provide guidance and advice and deal with complex specific tasks within their area of expertise.
- Project Support or Corporate Liaison staff who act as the conduit between Corporate Nature and the NRM members and who provide a variety of administration support specific to the needs of the NRM
- Administration staff who provide administrative functions for the NRMs and Corporate Nature.

Corporate Nature has office locations in Cairns, Atherton, Innisfail and Mareeba and work primarily in the Cape York, Savannah and Wet Tropics regions of Queensland.

Position	Finance Specialist
Broad Description	Build and maintain relationships with staff to ensure a collaborative effort to financial management. May also be required to provide back up support to other staff members and areas within the Corporate Nature team, particularly human resources payroll.
How the role works	The substantive role is full time permanent. This position is part of the Corporate Nature team. This role is also required to provide support the Human Resources Specialist, particularly during times of leave.
Key Relationships	Project managers, General Manager, Corporate Nature admin staff and HR Specialist.
Expected Outcomes	This position is expected to be able to coordinate the financial management systems.

POSITION DESCRIPTION

Position:	Finance Specialist
Reports to	General Manager
Supervises	Currently not supervising any direct report employees, but this may change. Will be responsible for providing guidance to administration staff who process financial transactions.
Location	This role is not geographically specific and can be fulfilled from any office location
Classification	Level 3.1 (76 hrs per fortnight)
Employment terms	Full time permanent
Salary Range	From 1 July 2018 the salary is \$81,736 to \$88,485 per annum full time equivalent or \$41.22 to \$44.63 per hour.

Position Purpose:

Responsible for providing professional day-to-day management of the accounting functions to ensure that the financial management best practice standards are in place and continually improved and maintained. Ensure that all financial records are retained in a manner which demonstrates openness, accuracy and completeness at company, program and project levels. Seek to promote a reputation for excellence, delivering a courteous and efficient financial service within the unit.

Key Accountabilities

Management Accountability

Under the limited guidance of the General Manager, the Finance Specialist is responsible for:

- Managing their own workload and must have the ability to successfully juggle a number of competing deadlines and prioritise workloads to meet very strict reporting deadlines.
- Staff supervision, including development, review and evaluation of personal work plans and supporting professional development.
- Working closely with staff, inter-disciplinary planning teams and partners to contribute to effective financial management, monitoring, evaluation and reporting.
- Assistance with consolidated company budgeting and financial reporting.
- Management of the external audits.
- Effective management of the overall finances and providing advice regarding financial management.
- Contributing to the establishment, review and adoption of financial policies and procedures to ensure good governance and provision of accurate and transparent systems.

- Management of debtors and creditors to ensure adequate cash control and cash flow so as to maximise investment income.
- Providing backup support to the Human Resource Specialist in managing the organisation's payroll function along with provision of quality checks of payroll data as required.

Technical Responsibilities

The Finance Specialist position must have considerable knowledge of practical experience in financial management and is responsible for:

- Ensuring adequate controls are in place such that all transactions will pass independent audit.
- Applying sound accounting principles and practices
- Working with auditors and accountants
- Resolving any issues in relation to Reckon.
- Manage the end of financial year audit processes.
- Preparation and entry of financial information.
- Responsibility for monthly payroll reconciliations and quarterly leave balances and accruals.

Partnerships and Communication

- Good interpersonal skills are required in motivating and collaborating with suppliers, funding providers and the public to resolve any problems relating to financial management.
- The Finance Specialist is also responsible for providing financial reports to the board, CEO, funding providers, auditors and the General Manager and explaining financial outcomes.

Problem Solving

The Finance Specialist works independently within the Corporate Nature specialist team, and takes responsibility for problem solving including:

- Resolving any issues with financial processing.
- Responding to auditor's recommendations and researching and implementing solutions.
- Ensuring that finance reporting requirements are met on a timely basis for funding bodies and project managers and other government departments including the Australian Taxation Office, ASIC and the Environmental Trust Register.

Organisation wide responsibilities

- Participate as required in multidisciplinary working group arrangements.
- Contribute to, utilise and improve knowledge and information systems including monitoring, evaluation, reporting and other communication processes.
- Participate in performance review processes.
- Perform all duties in accordance with Policies and Procedures and code of conduct.
- Actively promote and foster a culture whereby all managers and employees comply with Workplace Health and Safety provisions in each workplace.

Additional Factors

- 'C' class drivers' licence is required.
- The position may be required to work flexible hours which may include out of ordinary working hours and weekends.

Selection Criteria

Management Accountability
<ul style="list-style-type: none">• Demonstrated knowledge of finance, budgeting, audit management and cost control principles with the ability to analyse and report financial data.• Demonstrated experience managing staff with an emphasis on providing training and support in the area of finance data entry.
Technical Responsibilities
<ul style="list-style-type: none">• High level of computer literacy including proficiency with commercial accounting packages & Microsoft packages (Reckon Hosted experience is essential).• Knowledge and experience in the not for profit sector particularly organisations that are government funded highly regarded.• Excellent numeracy and reconciliation skills with demonstrated attention to detail and accuracy with figures.
Partnerships and communication
<ul style="list-style-type: none">• Demonstrated interpersonal verbal and written communication skills, with the ability to communicate clear financial advice to internal and external stakeholders in an easy to understand manner.
Problem Solving
<ul style="list-style-type: none">• Proven time management skills with an ability to manage multiple complex matters and meet deadlines within financial constraints.
Workplace Health and Safety
<ul style="list-style-type: none">• Knowledge of relevant Workplace Health and Safety considerations and demonstrated awareness of requirements for Employment Equity, Ethical Conduct and the Anti-Discrimination Act.
Qualifications and experience
<ul style="list-style-type: none">• Accounting qualifications (or working towards qualification) and/or minimum requirement of 5 years relevant industry experience in a similar role is essential.



Michelle Nusse

18 August 2018

General Manager Signature

Name

Date

Duties/Tasks

This list is not intended to be exhaustive. It is an indication of the types of duties and tasks that this role will be responsible for and is in line with the Corporate Nature workplan:

- Finance policies – Ensuring these are up to date, checking compliance with financial delegations etc.
- Accounting system maintenance, backup, licensing etc. – Ensure data is safe and secure, review licensing, arrange update of software annually.
- Finance data entry – Oversee all finance data entry by conducting quality checks. Responsible for more complex transaction processing.
- Process fortnightly creditor payment runs for all clients
- Audit management – Liaise with auditors and ensure timetable is locked in. Then manage audit annually.
- Taxation compliance – Ensure BAS, IAS and FBT obligations are met.
- Finance reporting – Assist project support coordinators meet funding provider obligations including providing interest calculations.
 - Budgeting – Assist in the consolidated budget each year by projecting costs for indirect staff costs.
 - Payroll backup
- Liaise with funders – From time to time the Finance Specialist may need to liaise directly with funding providers in relation to financial management issues.
- Chasing up any unpaid sales orders (receivables)
- Chasing up any unpaid purchase orders (payables)

- Ensure any necessary financial transactions for leases, assets, vehicles etc. are processed correctly.
- Record management – Manage the archiving of financial records.
- Board reporting – Develop quarterly financial board reports using the template which includes Finance Report Card, P & L, Balance Sheet, Program/Project budget vs actuals summary, solvency table and cash flow forecast.
- Attendance at any Finance and Audit subcommittee meetings set up by the NRM members.
- Annual finance community financials report for the annual report.
- Monitoring legal compliance – Ensure all statutory obligations are met.
- ISO accreditation – Manage the ISO accreditation processes and reviews.