**NATIONAL TRUST OF AUSTRALIA (NSW)**

**POSITION DESCRIPTION**

**Role:** Financial Manager

**Department:** Finance

**Primary Location:** National Trust Centre (NTC) Observatory Hill, Millers Point, Sydney

**Reporting Manager:** Director Finance and Governance

**Direct Reports:** Accounts Assistant

Accounts Payable Officer

**Hours of work:** 35 per week

**About Us**

The National Trust of Australia (New South Wales) is the State’s largest community based conservation organisation. It operates a number of important museums and historic properties while also looking after a large collection of objects and archaeological artefacts.

The Trust is committed to providing educational and cultural services that will enhance public knowledge and enjoyment of these resources.

**About the Role**

The Finance Manager is responsible for managing all aspects of the organisation’s statutory and financial reporting, from routine reporting obligations, complex cash flow management, and innovative analysis, to ongoing process improvement.

To be successful you will need to have strong financial management and analytical skills, exceptional stakeholder management, commitment to compliance and a strong passion for people development.

Leading a team of 3 staff, this role will suit a passionate leader with the proven ability to improve systems and processes, produce outstanding results and bring their people along with them.

**Day-to-day duties**

* Preparing monthly financial statements, analysing and investigating variances and summarising data, information and trends for internal stakeholders to understand and advise on financial performance.
* Working closely with Business Unit heads to build their annual budgets and forecasts.
* Preparing numerous financial reports including, visitation statistics, grant schedules and cash flow
* Producing models to project long term growth and determine the impact of different business factors
* Utilising BI tools to deliver meaningful insights into business performance, including detailed analysis and commentary on results
* Reviewing existing processes and procedures to develop recommendations for improvement efforts
* Providing insights to senior management around financial modelling, forecasts and profitability
* Managing the financial processes for the commercial aspects of the organisation
* Assisting in fringe benefits tax, supervising BAS returns and liaison with external auditors for half year and annual auditing
* Building strong working relationships with internal stakeholders and providing training in financial processes as required
* Overseeing the Accounts Payable, Accounts Receivable and Payroll function
* Supporting and developing direct reports to improve skills and systems processes

**About You**

Aside from being great with figures, you are great with people and are willing to spend time upskilling our internal clients who might need assistance. You have a friendly and outgoing nature, treat others with respect and can motivate and lead a team to deliver to a high standard.

You are not afraid to take on new ideas, challenge existing processes and enjoy working through issues to identify and resolve roadblocks. Most importantly you have the curiosity, drive and motivation to create better systems and reporting methodologies.

If you enjoy being ‘hands-on’ yet have the capability to be strategic, we’d like to hear from you.

As a Not-For-profit organisation, we offer generous salary packaging benefits and free on-site parking in the CBD

**Qualifications, Skills and Experience**

* Degree in Business, Finance, or Related Field
* CPA/CMA/CA (or similar) qualification,
* Min 3 years’ experience in a financial role, preferably at management level
* Experience in business planning or financial planning (forecasting/budgeting) & analysis
* Experience in reporting software strongly preferred (e.g. Great Plains, Calumo, Microsoft Analytics)
* High level excel skills and ability to develop and deliver reports as required.
* A drive for continuous learning and development
* Evidence of leadership and people management with the ability to motivate and drive results
* Effective communication skills, including ability to structure clear presentations
* Proficient written and verbal communication
* The ability to simplify a financial message to non-finance stakeholders

For a full job description or to apply, email [hr@nationaltrust.com.au](mailto:hr@nationaltrust.com.au) or call (02) 9258 0159. All applications should include a CV and covering letter that addresses the Key accountabilities.

**Position closes 11 December 2020**

**Only those with the right to live and work in Australia will be considered.**