

# Position Description

POSITION TITLE:	Finance Lead
POSITION TYPE:	Full or Part time (minimum 0.8FTE)
CATEGORY	Manager / Technical Specialist (A)
STREAM:	Finance, Systems & Operations
LOCATION:	Remote
GUIDE:	Director of Finance & Systems
WILL THIS POSITION BE A GUIDE:	No

## Organisational overview:

### VISION

A world where kindness, compassion and respect extend to all living beings

### PATHWAY

We illuminate the pathway to a kinder world for all

### OUR APPROACH

Achieving our vision requires a profound shift in humanity's thinking: how humanity perceives itself its purpose, our relationship with each other, animals and the natural world, as well as the individual contribution we can make.

We understand that currently, inherited mindsets are primary influencers of human thinking, attitude and choices that result in separation, discrimination and animal suffering.

As a result, we will seek to:

- Ignite an evolution of human thought that will heal the human-animal relationship
- Evoke awe, reverence and respect for nature and our fellow species
- Inspire and empower humanity to live from our highest potential and noblest instincts
- Live our values and vision and embody the change we wish to see in the world



Our vision is a world where *all* animals are treated with compassion and respect, and are free from cruelty.

**Position purpose and context:**

<p>STREAM:</p>	<p>This position is part of the Finance, Systems and Operations Stream. The Stream is responsible for providing structured and coordinated strategic and operational support to the organisation. It includes Finance, Office Management and System support. The Finance team is responsible for ensuring that adequate financial and administrative systems and processes are implemented and maintained for planning, budgeting, reporting and risk management purposes.</p>
<p>POSITION PURPOSE:</p>	<p>Working closely with the Director of Finance and Systems, the Finance Lead is responsible for completing all financial processes in line with statutory, regulatory, policy and procedural requirements. The Finance Lead is also responsible for providing accurate and timely financial information and reporting.</p>
<p>KEY STAKEHOLDERS:</p>	<ul style="list-style-type: none"> <li>▪ Animals Australia Board Members, individuals and contractors</li> <li>▪ Suppliers</li> <li>▪ Financial institutions</li> <li>▪ Regulatory authorities</li> <li>▪ Auditors</li> </ul>
<p>PRIMARY RESPONSIBILITIES:</p>	<p><b>FINANCIAL MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>▪ Ensure the consistent, accurate and timely execution of core financial processes, including month-end close, revenue recognition, accounts payable, reconciliations and payroll</li> <li>▪ Manage capital expenditure records, maintain the asset registry and ensure banking handling processes are effectively managed</li> <li>▪ Enhance payroll accuracy by maintaining accurate leave records, processing salary packaging and superannuation contributions, and preparing year-end wage reconciliations</li> </ul> <p><b>FINANCIAL GOVERNANCE</b></p> <ul style="list-style-type: none"> <li>▪ Ensure compliance with all financial obligations and reporting, including relevant legislation, regulations and industry best practice</li> </ul>

- Manage the annual audit process liaising and providing information to the External Auditors, ensuring accurate and compliant financial records
- Maintain robust financial controls and governance frameworks that balance accountability with flexibility
- Simplify and translate governance tools such as 'Our Way' delegations to support accessibility and efficiency

#### REPORTING AND ANALYSIS

- Prepare periodic financial statements including profit and loss, cash flows, balance sheets, variance analysis and commentaries to help inform decision making
- Prepare regular and ad hoc reports & analysis for internal stakeholders
- Assist in the budgeting and forecasting process that deliver accurate, aligned and timely financial information to internal stakeholders throughout the year.

#### RELATIONSHIP BUILDING AND COMMUNICATION

- Proactively establish and maintain effective working relationships across the organisation to provide timely, accurate, and easy-to-understand financial guidance and support
- Act as the key point of contact for all finance and payroll queries

#### CONTINUOUS IMPROVEMENT

- Identify and implement process enhancements to enhance efficiency, improve data integrity and reduce complexity
- Explore automation opportunities to streamline workflows and enable self-serve capabilities for team members
- Proactively address potential challenges and pre-empt future needs through operational innovation

### Role requirements:

ATTRIBUTES:

#### COMMITMENT

- Demonstrated commitment to the objectives and values of Animals Australia with a genuine passion for using finance expertise to create positive impact

- Proven ability to handle confidential information sensitively and appropriately

#### **FINANCIAL ACUMEN**

- Excellent understanding of financial accounting principles, payroll processes, and compliance requirements
- Sound knowledge and experience in month end financial closing and management reporting

#### **COMMUNICATION AND RELATIONSHIP CAPABILITIES**

- Ability to proactively establish and nurture enduring relationships with a diverse range of internal and external stakeholders
- Proven ability to communicate complex financial information in simple, non-technical terms
- Ability to quickly understand, analyse and respond to individuals needs

#### **EFFICIENCY AND ADAPTABILITY**

- Highly organised and effective at managing multiple tasks with a timeline, to deliver high quality results
- Flexible in approach, able to adapt to changing priorities and organisational needs
- Proven ability to thrive in a fluid and dynamic environment working both autonomously and collaboratively

#### **GOVERNANCE AND ACCURACY**

- Excellent attention to detail – ensuring data accuracy and integrity
- Ability to interpret governance principles to adequately fulfill compliance obligations in a timely manner
- Proactive in addressing risks and identifying opportunities for improvement

#### **ANALYTICAL STRATEGIC THINKING & PROBLEM SOLVING**

- Excellent analytical ability to interpret financial data and identify actionable insights
- Solution focused proactive approach to resolving challenges with a commitment to continuous improvement and operational innovation

#### **TECHNICAL CAPABILITIES**

- Advanced Microsoft Excel skills, with experience in reporting, financial modelling and data analysis

- Familiarity with accounting software, reporting tools and a proficiency in learning new applications.

DESIRABLE:

- Experience in the Not-for-Profit sector

## Values Framework:

VALUES:

The way we work is as important as what we do. The Values Framework outlines the personal qualities and behaviours required to work effectively at Animals Australia.

Animals Australia Values:

**INTEGRITY**

We are considerate and act honestly and ethically at all times.

**COMPASSION**

We seek to alleviate suffering by inspiring and modelling conscious, kind actions and choices.

**COURAGE**

We willingly embrace challenges and seek opportunities to expose and address cruelty and injustice.

**INNOVATION**

We explore and create dynamic new approaches and strategies to bring about change.

**INCLUSIVITY**

We understand that a kinder future depends on diverse and inclusive collaboration.

**COMMITMENT**

We are relentless, dedicated, agile and resourceful.

OTHER RELEVANT INFORMATION:

Animals Australia supports a work/life balance and encourages flexible work arrangements.

**Agreement and acceptance:**

INDIVIDUAL NAME:	
INDIVIDUAL SIGNATURE:	
DATE:	
GUIDE NAME:	
GUIDE SIGNATURE:	
DATE:	