

## Finance Manager

### Organisation Overview

Circle Green Community Legal (**Circle Green**) is a community legal centre providing state-wide specialist legal services in humanitarian, tenancy, workplace, and family and domestic violence law aimed at assisting people who are otherwise disadvantaged in their access to legal services.

Circle Green provides accessible justice and seeks to create system, place and space to ensure a safety net of best practice legal advice, education, and advocacy. Specialist services also support other providers of community legal services to develop local service capacity and build strong referral pathways.

### Values



### Role Contribution

The Finance Manager will oversee and lead the finance team to ensure appropriate financial management is maintained across the organisation. They will provide strategic financial guidance to management, and ensure accounting procedures and compliance are followed.

Working across multiple platforms and data systems this role proactively supports the Executive and Senior Leadership teams via the preparation and provision of comprehensive financial reports and modelling including management reports, budgets, forecasts and financial scenarios.

### Key relationships

- Reporting to the Director Business Operations.
- Management of finance staff
- Working with Circle Green Executive, principal lawyers, lawyers, advocates, administration staff and central support staff.

## **Key Responsibilities**

- Preparation and provision of accurate, and timely financial information to relevant internal and external stakeholders including variance analysis
- Preparation of the annual budget and monthly forecasts
- Preparation of financial reports and acquittals
- Oversee the financial investment of the organisation including cashflow forecasts
- Ensure compliance with all financial and related statutory requirements
- Lead the annual audit process and production of statutory accounts
- Maintenance and ongoing development of the financial plan model to support strategic decision making
- Lead and manage finance staff
- Develop, document and monitor financial business procedures and policies to maintain and strengthen internal controls
- Maintenance and development of financial systems to efficiently and compliantly deliver accounts payable, payroll, banking, cashflow, budgeting, financial reporting, compliance, risk management and internal controls
- Work with Executive and Senior Management teams and Managers to ensure programs are financially monitored and accurately reported

## Accounting and Reporting

- Develop, maintain and manage Circle Green's financial data to ensure timely and compliant financial reporting for the Board and Executive team
- Develop, maintain and manage timely management reporting and financial analysis for streams and programs
- Develop, monitor and manage the annual budget
- Monitor and maintain organisational compliance register
- Prepare and review financial reports for regulatory bodies and funding bodies.
- Support the auditor for end of year reporting

## Services and functions

- Monitor and support payroll and accounts payable
- Monitor and manage organisational cashflow and banking

## Systems

- Develop and maintain financial systems, incorporating digitisation and automation to produce and maintain functional efficiency across all financial services and platforms
- Develop and maintain financial policies and procedures to deliver financial services, and manage internal controls and risk

## Reporting and Audit

- Work in partnership with the auditor to produce statutory accounts
- Develop and maintain internal controls and risk management procedures to ensure financial compliance

## Management

- Provide leadership and general guidance to finance staff

# Circle Green

## Community Legal

- Work collaboratively with senior leadership team to promote strong financial management across the organisation
- Manage staff performance and development
- Maintain current working knowledge of financial principles and practices

### Team responsibilities

- Provide general support to the CEO, Director of Services and Director Business Operations
- Work collaboratively with the senior leadership team to support achievement of organisational and project plans
- Implement Circle Green Community Legal policies and procedures and act in accordance with the organisation's mission and values.
- Participate in Circle Green Community Legal team meetings and activities.
- Carry out other duties, consistent with the role, as directed by the Director Business Operations.

### **Selection Criteria**

#### Qualifications and experience

- Tertiary qualification in accounting or related field required.
- CPA/CA qualification required
- 5+ years' experience in a financial management role
- Experience in a not-for-profit community organisation
- Proficient in Xero, MS suite with extensive Excel skills

#### Skills

- Strong analytical, budgeting, forecasting and financial modelling skills
- Excellent oral communication and interpersonal skills with the ability to relate effectively to a wide range of stakeholders
- Excellent written communication skills, with the ability to prepare and present detailed reports
- Strong understanding of accounting principles and finance regulations
- Proven leadership and team management skills
- Proven ability to work under pressure to plan, prioritise and manage multiple projects and tasks to meet deadlines
- The ability to work in a team environment and contribute to the achievement of team goals
- A demonstrated commitment to human rights and social justice issues