

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



Fairness

We are fair by embracing inclusion and diversity while working towards equitable access to justice for all.



Compassion

We care through empathy, support and understanding for everyone.



Collaboration

Our shared purpose thrives on teamwork, trust and open communication.



Excellence

We strive for excellence through continuous improvement and reflection, sector leadership, and aiming to be the best in our fields.



Courage

We champion advocacy, curiosity, and innovation by respectfully challenging norms, speaking up for others, and leading with integrity.

Role Contribution

The Finance Manager will lead and manage the finance function, ensuring the organisation maintains sound financial practices and compliance with accounting standards. This role involves providing strategic financial guidance to senior management while ensuring adherence to accounting procedures and regulatory requirements.

The Finance Manager will work across multiple platforms and data systems to proactively support the Executive and Senior Leadership teams. This includes preparing and delivering comprehensive financial reports, including management reports, budgets, forecasts, and financial modelling, as well as analysing financial scenarios.

In addition, the Finance Manager will oversee the management of contracts and ensure compliance with contractual obligations. They will also be responsible for managing the organisation's insurance coverage and contributing to the development and execution of risk management processes.

Key relationships

- Reporting to the Chief Executive Officer.
- Management of finance staff
- Working with Circle Green leadership team including principal lawyers, lawyers, advocates, administration staff and central support staff.

Key Responsibilities

Financial Reporting and Information:

- Prepare and deliver accurate, timely financial information to internal and external stakeholders, including variance analysis.
- Lead the preparation of the annual budget and monthly forecasts.
- Oversee the preparation of financial reports and acquittals.
- Manage the financial investment of the organisation, including cash flow forecasts.
- Ensure compliance with financial and statutory requirements.
- Lead the annual audit process and production of statutory accounts.
- Maintain and develop the financial planning model to support strategic decision-making.

Financial Management:

- Oversee financial operations, including accounts payable, payroll, and banking functions.
- Maintain, develop, and continuously improve financial systems, ensuring efficient and compliant delivery of all finance-related functions.
- Work closely with the stream and project leads to ensure programs are financially monitored and reported accurately.

Systems and Controls:

- Develop, implement, and maintain financial systems, incorporating digitisation and automation to improve functional efficiency across financial services.
- Develop and maintain financial policies and procedures, ensuring strong internal controls and risk management processes.

Compliance and Risk Management:

- Manage contracts and monitor compliance.
- Oversee and coordinate financial reports for regulatory and funding bodies.
- Maintain the organisation's insurance coverage.
- Contributing to the development and execution of the organisations risk management process.

- Work with auditors to ensure proper end-of-year reporting and the development of statutory accounts.

Leadership and Staff Management:

- Lead and mentor the finance team, providing guidance and support for their development.
- Collaborate with the senior leadership team to promote sound financial management across the organisation.
- Manage staff performance, providing coaching and development opportunities.
- Stay updated on the latest financial principles and practices to maintain the highest level of expertise.

Team responsibilities

- Provide general support to the leadership team as required.
- 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 Chief Executive Officer.

Selection Criteria

Qualifications and experience

- Tertiary qualification in accounting or related field required.
- CPA/CA qualification required
- 5+ year's 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
- 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