



FINANCE TEAM LEADER
JOB & PERSON SPECIFICATION
JANUARY 2010



JOB SPECIFICATION

POSITION:	FINANCE TEAM LEADER
REPORTS TO:	FINANCE MANAGER
DIVISION:	FINANCE
POSITION/HOURS:	FULL TIME – 38 HOUR (PLUS REASONABLE ADDITIONAL HOURS)

Business purpose

“To be the leading retailer of textbooks in Australia.”

Role purpose

Supervises the activities within the Finance function and assists the Finance Manager with a focus on quantity, productivity and standards to achieve the business purpose.

Key responsibilities

Finance

- supervises the accounts payable, accounts receivable and payroll functions;
- monitors and manages cash flow on a daily basis;
- maintains the fixed asset register;
- liaises with bank, in collaboration with Finance Manager;
- preparation of monthly BAS statement including review of selected source documentation;
- calculates and remits PAYG withholding installments;
- FBT calculations;
- supervises the payroll function, including non-routine calculations;
- assists with :-
 - preparation of monthly and annual financial reports;
 - analysis and monitoring of actual to budget variances during the course of the year;
 - preparation of annual budgets;
 - preparation and maintenance of annual long-term financial plans;



JOB DESCRIPTION

Key responsibilities (cont.)

Finance (cont.)

- preparation of management reports and financial KPIs;
- compiling and collating annual estimates for consideration, and presents draft and annual budgets and business plans to the organization;
- preparation of and compliance with Finance Policies.

Customer service

- ensures the timeliness, integrity and accuracy of data in all company systems, in particular the general ledger system;
- assists with preparation of accurate and reliable financial reports to the Board, FRASC, CEO and management team on a regular basis;
- ensures the provision of a high level of customer service to both internal and external customers.

Processes and standards

- assists with the development and documentation of Finance policies, procedures and practices;
- assists the Finance Manager to ensure that all statutory obligations are met;
- reviews financial processes of the organisation to identify and recommend areas for improvement;
- monitors internal controls, particularly in relation to cash handling and stock;
- involved in monitoring computer system related issues and liaison with software support as required.

Learning and growth

- assists with training and coaching of finance and administration staff;
- participates in coaching and learning opportunities.

Key relationships

- Finance team;
- external customers;
- Stock Controller, academic liaisons, retail and operations staff, Management Team.



PERSON SPECIFICATION

Qualifications

- accounting qualifications.

Skills and experience

- experience working in a medium to large organisation
- extensive practical knowledge and experience of accounting processes and systems;
- be able to apply skills and experience to add value to the Finance function;
- sound analytical skills;
- sound administrative ability;
- pro-active and outcome focused;
- able to work effectively both in a team and independently;
- expected to exercise initiative and discretion in work assigned;
- familiar with financial software systems and Microsoft Suite.

Behavioural competencies

Achievement orientation

- ability to set clear goals and lead others to achieve;
- understand the level of effort we give will equal the outcome;
- values continuous improvement.

Consciously building relationships

- actively builds and sustains positive relationships;
- values a difference in opinion;
- open and honest about thoughts and feelings.

Actively supporting others

- putting people first;
- considers what impacts our actions and words have on others;
- understands the need to balance people and tasks.

Self awareness

- curiosity to grow through self development;
- aware of own feelings and reactions;
- respecting the importance of peer appraisal.



HOW TO APPLY

Applications in Word format only should be forwarded to Andrew Reed by e-mail 12359@hender.com.au

Telephone enquiries may be directed to Gill Manser on (08) 8100 8825.

Please Note

Your application will be automatically acknowledged by a return e-mail.