



POSITION DESCRIPTION

Are you passionate about social justice and interested in making a difference in the lives of First Nations Australians?

If you are keen to work with The Torch supporting Indigenous artists to paint a brighter future for themselves and the community, then we are interested in hearing from you.

POSITION TITLE:	Finance Manager
CLASSIFICATION:	Part time
HOURS:	2 days a week
SALARY:	\$75,000- 80,000 pro rata Salary packaging available
MANAGER:	Reports to CEO

The Torch

The Torch is a dynamic and creative not for profit, community organisation that provides art, cultural and arts industry support to Indigenous men and women whose lives have been impacted by the criminal justice system.

The core business of The Torch is to address the over-representation of First Nations Australians within Victoria's justice system through its *Indigenous Arts In Prisons and Community Program*. The Torch is an exciting and fast-growing organisation that has supported over 1,000 participants over the past 10 years.

About the role

Within a team of 17 staff, the Finance Manager manages the Accounts & Operations Assistant (.8 EFT) and oversees all financial modelling, reporting and processes within the organization. The Finance Manager (in consultation with the CEO) is responsible for the timely and accurate reporting of all financial operations of The Torch.

Roles & Responsibilities:**Financial Management & Modelling**

- In consultation with the Board and CEO, develop long-term financial goals and oversee the achievement of financial targets
- Develop (in conjunction with CEO & Managers), The Torch's annual operating budget and update forecasts on a bi-monthly basis in line with board meetings
- Preparation and delivery of all financial information for the Board

Compliance & Governance:

- Acting as Company Secretary, attend regular board meetings, prepare Board meeting agendas in consultation with the CEO, supervise the production of minutes and related correspondence and ensure compliance with Corporations Law, the ACNC and all other local and state requirements
- Supervise the preparation of Financial Statements in line with accounting standards
- Supervise the annual audit and timely provision of financial reports and information to the auditors
- Ensure the organization is adequately covered by insurance policies related to Property, Public liability, Director's liability, and Volunteers

Funding & Operations:

- Management of The Torch's cashflow and investments
- Identify opportunities to enhance or streamline financial processes across departments and software platforms
- Develop policies and procedures to support key finance activities and processes etc.
- Support Managers in their development of budgets, forecasts etc. for funding applications, projects etc.

- Overseeing the Accounts & Operations Assistant with accounts receivables and payables

Payroll:

- Preparation of taxation, payroll and superannuation obligations on a fortnightly and monthly basis, including implementation of The Torch's salary sacrificing program
- Preparation of Workers compensation obligations including annual returns and any employee claims

Staff management:

- Manage, train and mentor the Accounts & Operations Assistant
- Manage priorities, workload and processes within the Finance team
- Support professional development opportunities for Finance team
- Upskilling and supporting senior staff and strengthening the financial literacy of the organisation

Other:

- Attending staff meetings and other internal meetings
- Other duties as directed by the CEO.

Key Selection Criteria

Essential skills/requirements

1. Highly motivated to achieve community development outcomes for First Nations Australians.
2. CPA/CA qualified with a minimum of 5 years of related experience within the not for profit sector.
3. Demonstrated excellence in managing finance, accounting, budgeting, reporting and payroll, ideally extensive experience with Xero.
4. Experience with Salesforce as the main CRM of an organisation and integration with accounting software.
5. Strong attention to detail and the ability to notice irregularities and seek clarification.

6. Effective organisational, planning, problem-solving and analytical skills and the ability to work under pressure and to deadline.
7. The ability to be flexible working in a small team environment and to respond to changes in priorities.
8. Strong oral and written communication skills and the ability to build and maintain effective communication and relationships with staff and a range of stakeholders.
9. Demonstratable skills in leadership, including managing and mentoring staff.

Desirable skills

- Experience working with the First Nations Australians.
- An understanding of the role of the arts in promoting community strengthening and well-being.

Application details

Aboriginal & Torres Strait Islander people are strongly encouraged to apply.

Applications addressing the key selection criteria, your resume and a cover letter should be sent to work@thetorch.org.au by **Wednesday 25th August 2021**.

Please forward any questions in relation to this role to work@thetorch.org.au or call +61 39042 1236.

