

POSITION DESCRIPTION

POSITION: Operations and Finance Manager **DATE:** February 2023

REPORTS TO: CEO

DIRECT REPORTS: Reception and Accounts Administrator
Grants Coordinator

EMPLOYEE'S SIGNATURE: _____

EMPLOYEE NAME:

ROLE OVERVIEW:

Reporting to the CEO, the Operations and Finance Manager is responsible for leading and inspiring a dedicated team to provide financial, governance and operational support to all stakeholders to further enhance Variety SA's position as a leading children's charity in South Australia.

The role is accountable for finance & accounting, procurement, buildings & infrastructure, IT, HR, WH&S, project management and secretarial functions as required. The position will operate as a member of the Senior Management team and will also work directly with the Board, the Finance, Risk and Governance Committees, as well as the National Finance Committee.

Annual KPIs for this role will be agreed based on the Strategic Plan, the Annual Business Plan and the Principal Accountabilities below.

PRINCIPAL ACCOUNTABILITIES:

| Key Responsibilities | Major Activities |
|---|--|
| Values and Behaviours: | <ul style="list-style-type: none"> Demonstrate the values of equality, community, action and joy in all interactions internally and externally Fulfil the role in line with the agreed behaviours that deliver on our values |
| Strategic Direction and Leadership including: | <ul style="list-style-type: none"> Identify and coordinate agreed goals and standards in line with, and, to contribute to the successful delivery of Variety's vision, strategic and business plans Manage team resources to ensure appropriate knowledge and skillsets are available to ensure organisational excellence Provide strategic direction and leadership across all areas of finance and operations Continuously improve the effectiveness of existing finance and operational activities Undertake appropriate analysis to signal relevant trends and developments in the sector and translate these to Variety Work with the CEO to reach operational objectives, deliver and report on progress and outcomes and build a high performing culture across the organisation Nurture and maintain existing relationships for future growth and development |

| Key Responsibilities | Major Activities |
|---------------------------------|--|
| | <ul style="list-style-type: none"> • Help to build cooperation and team morale by setting an example and showing a flexible and responsive approach to delivering personal and team tasks and results |
| Financial Management including: | <ul style="list-style-type: none"> • Develop, recommend and manage the annual operational budget in line with Variety strategic and operational plans and in consultation with the CEO • Manage finance and accounting operations of Variety: <ul style="list-style-type: none"> ○ oversee sound accounting practices, systems and procedures ○ financial reporting ○ assets register ○ budget ○ payroll ○ investments ○ audit • Ensure Variety appropriately plans its current and future activities, represented in plans, budgets and forecasts, to aid the proactive development of Variety to achieve the organisation’s goals, objectives and performance • Ensure delivery of accurate and timely financial information • Analysis/interpretation of financial performance vs budget/targets • Implement cost reduction measures including effective procurement as appropriate • Mitigate and manage risk and financial exposures under guidance of CEO and GAC |
| General Accounting: | <ul style="list-style-type: none"> • Timely processing of all donation, event and contribution transactions through the accounting system and CRM • Full responsibility for accounts payable and accounts receivable ensuring all supplier invoices are paid on time and outstanding amounts are collected • Preparation of banking and bank account reconciliations • BAS and IAS submissions to the ATO • Monthly payroll processing and liaising with outsourced payroll provider • Maintenance of the general ledger accounts including monthly and quarterly reconciliation activities • Maintenance of the fixed assets register • Month-end accounting processes through to delivery of monthly profit and loss statements • Assistance with budgeting and forecasting activities • Ensure appropriate internal controls over accounting activities and procedures are regularly reviewed, documented correctly, operating effectively and are communicated to the business appropriately |
| Operational Management: | <ul style="list-style-type: none"> • Work with CEO to ensure all HR & WH&S matters to ensure Variety has the people and organisational capabilities to succeed and meet Variety’s strategy and goals • Oversee the effective implementation and maintenance of IT systems and support including the establishment of processes and metrics necessary to monitor that service delivery is functioning successfully and within budget • Evaluate and lead the implementation of appropriate CRM and finance systems |

| Key Responsibilities | Major Activities |
|-------------------------|---|
| | <ul style="list-style-type: none"> • Analyse and advocate for IT solutions, innovation and improvements in hardware, software for business improvement together with the team as required • Proactively assist in managing risk, compliance and regulatory (e.g. ATO, ACNC) across the organisation including business continuity and disaster recovery plans • Oversight of appropriate risk identification and compliance frameworks, to ensure Variety meets its statutory and legal obligations under the relevant legislation • Development and completion of reports such as Board reports/funding bodies/statutory reporting • Ensure appropriate internal controls over financial controlling activities are designed, documented and operating effectively • Adherence and compliance to Variety’s policy and procedure and codes of conduct |
| Relationship Management | <ul style="list-style-type: none"> • Work collaboratively with all internal and external contacts, to promote community engagement within Variety and externally to gain traction for upcoming activities and strategies • Stakeholder engagement with internal and external contacts such as Event Participant, donors, partners, supporters, fundraisers, volunteers, suppliers, families, Board and internal staff to maintain effective communication at all times • Nurture and maintain existing relationships for future growth and development of Variety |
| Grants Management | <ul style="list-style-type: none"> • Work with CEO and Grants Coordinator to initiate strategies to increase grant applications and improve internal processes • Manage grants program staff, data recording and all associated administrative tasks • Prepare annual reports as required by CEO and for national/international reporting • Scholarship Committee representation |
| Volunteer Management | <ul style="list-style-type: none"> • Oversee volunteering opportunities and volunteer management for Variety SA in conjunction with CEO • Oversee Variety in Action (VIA) volunteer support needed for VIA major events and accurate record keeping • Oversee management of Volunteer Working with Children Clearance program as required under VSA Policies. |

KEY SELECTION CRITERIA:

| Criteria | Detail |
|--------------------------|---|
| Organisational Fit | <ul style="list-style-type: none"> • Passion for making a difference to kids and their families • Demonstrate the values of equality, community, action and joy in all interactions internally and externally • Ability to work constructively and collaboratively in a team environment • Willingness to actively participate in all Variety activities • Demonstrable emotional intelligence, empathy and strong interpersonal skills • Reliable and hardworking, with high levels of enthusiasm and energy • An entrepreneurial approach with an ability to identify and act upon opportunities • Excellent problem-solving skills with capacity for proactive and dynamic thinking • Demonstrated experience setting high standards of performance for self and others |
| Knowledge and Experience | <ul style="list-style-type: none"> • Tertiary degree in a relevant discipline and/or relevant equivalent work experience • Demonstrated capability in financial management, budgeting, reporting and control • Experience in annual budget process, management accounting, financial reporting and costing for events & fundraising • Demonstrated expertise with databases and online research tools • An inspiring and empowering management style with proven success in developing and managing high performing teams • Excellent verbal communication and interpersonal skills, including the ability to negotiate, be persuasive, develop trust and maintain flourishing working relationships |
| Other requirements | <ul style="list-style-type: none"> • Current Drivers Licence • Current Working with Children’s Check • Occasional out of office hours work and interstate travel may be required |

POSITION DESCRIPTION ACCEPTANCE

Employee Name: _____ Signature: _____ Date: _____

Manager Name: _____ Signature: _____ Date: _____