



GROUP MANAGER FINANCIAL SERVICES

JOB & PERSON SPECIFICATION

MAY 2018

JOB SPECIFICATION

Role Title:	Group Manager Financial Services	Date last reviewed:	16/03/2018
Business Unit:	Finance, Membership & Brand	Department:	Group Finance
Role Reports to:	Group Chief Finance, Membership & Brand Officer		
Direct Reports:	Financial Accountant, Corporate Accountant, Management Accountant, Tax Manager and Business Systems Administrator.		

Unique Value Add
<p>Lead the design and delivery of the Group finance partnering model to drive the 2022 strategic business growth for existing businesses and the emerging new business opportunities.</p> <p>Deliver the transformation program for all Group finance functions to exceed the established industry benchmarks for effective and efficient service delivery and continually adapt the function to the changing market and business conditions.</p> <p>Ensure compliance with all regulatory requirements and manage financial transactions for all Group finance functions.</p>

Health and Safety Accountabilities
<ul style="list-style-type: none"> • Takes personal responsibility for their own safety and that of others and ensures their work environment and practices are safe. • Perform their duties in accordance with the RAA Work Health and Safety and Injury Management Roles and Responsibilities Procedure specific to the defined level of work.

Key Result Areas	
KRA	Accountabilities <i>EG. Conduct analysis of the "Grade of Service" targets and provide monthly reports.</i>
1. Leadership and People Development	<ul style="list-style-type: none"> • Lead and manage Group Finance Department team members to ensure effective execution of their roles. • Build capability within the team to successfully deliver the partnering model and transformation program and foster ongoing development. Ensure career pathways are defined and used to grow people capital. • Be an influence leader with all areas of the business at the Senior Management level. • Prepare and manage expense budgets for Group Finance Department. • Prepare and cascade annual Business Plans for Group Finance Department. • Keep technical and leadership skills up-to-date through internal and external training and forums.
2. Business Partnering and Advisory	<ul style="list-style-type: none"> • Design and manage a business partner model to deliver strategic and innovative growth for the Group. • Lead challenging commercially focused insights to support and influence business decision-making. • Apply a forward looking, outside-in commercial lens to decision making supported by a deep business advisory tool kit. • Support the implementation of transformation zone, incubation zone and performance zone business unit initiatives through: <ol style="list-style-type: none"> a. Advising on key business planning assumptions, trade-offs and modelling. In particular with regard to market opportunity evaluation and business model profitability; b. Providing analysis, budgeting, business case and forecasting services; c. Presenting industry, competitor and economic context for operational and strategic decision making • Support the realisation of business improvement targets for the group by assisting with analysis and evaluation of individual initiatives and by integrating targets, measurement and reporting into the annual budget process.

3. Finance Function Transformation	<ul style="list-style-type: none"> Define and lead finance function transformation to ensure that the Group Finance Function is a leader within Group Business Units and an efficient and effective enabler of change in response to external environment. Define and lead finance function transformation to ensure that within the group finance function is recognised external as advanced when compared to industry benchmarks across all dimensions of its service delivery model.
4. Transaction services	<ul style="list-style-type: none"> Lead the effective delivery of all transaction processing activity for Group including accounts payable and accounts receivable. Provide financial accounting advice and support the centre of excellence and business partnering teams with core transactional data as required. Use lean management techniques to drive continuous improvement in service quality, operational efficiency and effectiveness. Define clear roles and lines of accountability between team and business unit customers and monitor performance against agreed KPI's. Deliver accurate and timely monthly financial reports to the Exec team and each department, with sufficient information on key variances from budget. Manage cash-flow including Cash flow forecasting.
5. Centres of excellence	<ul style="list-style-type: none"> Complete RAA Group and related entity financial statutory and regulatory financial reports and duties in accordance with the annual timetable and prevailing accounting standards and laws. Lead the integration of annual Group budget and five year financial forecast with the annual business plan and five year strategic plan. Manage financial aspects of other entities as per agreement with that entity. Define best practice finance standards and goal for the group Ensure group accounting systems and software continues to meet the accounting requirements of the Group. Support appropriate system testing and implementation for upgrades as required. Provide specialist technical and strategic advice on financial accounting standards and taxation matters. Develop, implement and monitor financial guidelines and standards for use across the Group.

Key Authorities

People	
Authority for Direct Reports <ul style="list-style-type: none"> This role has Manager Authority over all direct reports reporting to this role 	Authority for Cross Functional Relationships <ul style="list-style-type: none"> This role has coordinate TIRR authority for cross functional relationships

Financial
<ul style="list-style-type: none"> This role has expenditure authority in accordance with the RAA Delegation of Authority policy.

Technology/System/Process
<ul style="list-style-type: none"> Access to Finance One Access to Landscape Access to eProc Online banking access to the Associations bank accounts

PERSON SPECIFICATION

Qualifications

- CA or CPA status (mandatory) ideally also Masters post graduate studies in Business Administration

Skills and Abilities

- High level leadership and people management skills
- High level and strategic financial management skills
- High level management accounting and business advisory skills with demonstrated track record of effectively evaluating new markets, business models
- High level relationship building (business partnering) skills demonstrating commercially focused insight
- Well-developed written and verbal communication skills.
- High level critical thinking, analytical, negotiation and conflict resolution skills
- Demonstrated ability to define and implement large scale cultural change and lead development of capability of the team within a Financial Services environment
- Demonstrated ability to manage performance including disciplinary matters and career development
- Advance EQ and an ability to work effectively at Board, Executive and Senior Management level

Knowledge

- Advanced knowledge and understanding of accounting concepts, principles and standards
- Advanced knowledge of best practice business advisory tools
- Competent knowledge of Australian taxation legislation, including income tax, FBT and GST

Experience

- Must have significant experience working in a management position in an accounting environment (professional or corporate) or similar
- Proven leadership experience in managing a multi-discipline team through cultural change
- Proven experience operating as a trusted strategic business partner with track record of assisting drive growth and profitability
- Proven experience working in similar finance role with exposure to business advisory as well as audit and tax medium to large organisations
- Proven experience in managing projects successfully within an accounting services and business advisory environment
- Proven experience leading teams to deliver specialist accounting services that are complex in nature and require high levels of judgement, knowledge and experience

HOW TO APPLY

Applications in Word format only should be forwarded to Julie Brennan by email to 23106@hender.com.au

Telephone enquiries are welcome on (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.