



**FINANCE BUSINESS PARTNER**

**JOB & PERSON SPECIFICATION**

**MARCH 2019**



## Position & Person Specification

Scouts Australia (SA Branch)

*Dated: February 2019*

| Position Identification |   |
|-------------------------|---|
| Position                | Finance Business Partner – SRC  |
| Functional Area         | Scout Recycling Centre (SRC)  |
| Reports to              | Scout Recycling Centre General Manager (SRC GM), but also responsive to and works closely with the CFO of Scouts SA.  |
| Reports to this role    | N/A   |
| Working Relationships   | The Finance Business Partner – SRC will work closely alongside the Finance & Administration Manager – SRC, the Senior Administration Officer and two clerks.            |
| Employment Status       | Full Time   |
| Position Location       | SRC Recycling Depot at Green Fields, SA   |
| Essential Experience    | <ul style="list-style-type: none"> <li>Solid experience working with ERP systems, ideally (but not essential) NetSuite</li> <li>Change Management experience</li> </ul> |

| Position Objective   |
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| To assist the Scout Recycling Centre in a hands-on way, as we navigate our way through a period of exponential growth, business system transformation and process review. Gradually take on the responsibilities of the Finance & Administration Manager – SRC, in the lead up to, and upon the retirement of the current incumbent. |

| Specific Tasks / Responsibilities  |
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| <p><b>Special Projects</b></p> <ul style="list-style-type: none"> <li>Work with the NetSuite Project Sponsor (Scouts SA CFO), the ERP Project Consultant and the Scout Recycling Finance Team as we transition the SRC from our current customised system, to a new ERP system (NetSuite).</li> <li>Assist the review of the SRC office procedures, across finance and administration.</li> <li>Establish written work procedures once existing procedures have been reviewed.</li> <li>Assist prepare business plans and reports to aid presentations to potential new recycling business partners and the Scouts SA CEO &amp; Board as requested by the SRC GM or CFO.</li> </ul> <p><b>In learning the position, assist the Finance &amp; Administration Manager – SRC with the following responsibilities:</b></p> <p><b>Financial Reporting</b></p> <ul style="list-style-type: none"> <li>Production and distribution of accurate monthly Profit and Loss Statements and Balance Sheet for all SRC depots (100% owned and any SRC JVs) within 6-7 working days of the end of the month.</li> <li>Provision of explanations of major variances to budget for the GM SRC and the CFO as required.</li> <li>Provide support to Depot Supervisors with any finance queries they have</li> <li>Reconcile all General Ledger Balance Sheet Accounts including the Fixed Asset Register</li> <li>Undertake the budgeting process for the SRC in conjunction with the SRC GM and CFO for the CEO's and Board's approval.</li> <li>Liaise with the auditors of Scouts SA and assist them with any information needs they have.</li> </ul> |

### ***Payroll***

- Ensure the SRC is compliant with Modern Awards, National Employment Standards and other related legislation – support provided by the CFO when required.
- Oversee the end to end weekly payroll process for SRC employees
- Oversee the management of the Superannuation Guarantee Levy payments, ReturntoWork SA payments and PAYG payments
- Oversee the maintenance of employee data in the payroll system, electronic and hard copy files, including position descriptions (noting that relevant WHS responsibilities need to be included).
- Preparation of employment contracts and position descriptions within agreed templates provided by the Scouts SA CFO, or Scouts SA HQ Senior Finance & Payroll Officer, to ensure compliance with the relevant Modern Awards.
- Undertake the role of the Return to work coordinator (upon the retirement of the Finance & Administration Manager – SRC).

### ***Banking***

- Oversee the cash floats of the SRC depots, ensuring they are topped up as and when required
- Oversee the reconciliation of all SRC Bank Accounts
- Oversee the preparation of routine and adhoc bank funding transfers to Scouts HQ and between SRC Bank Accounts
- Prepare GST and Fuel Credits Claim information for the Accountant at Scouts SA HQ
- Act as one of the EFT/Cheque Signatories for the SRC bank accounts

### ***Accounts Receivable & Accounts Payable***

- Oversee the SRC Accounts Receivable processes to ensure debtors are up to date, reconciled and accurate.
- Review accounts payable invoices for compliance with ABN/ GST legislation
- Ensure accounts payable invoices are processed for payment on a weekly basis, taking into account available cash, for two EFT signatories to authorise.
- Ensure suppliers of Container Deposit Legislation (CDL) 10c recycling product are sent RCTI's or Statement by Suppliers as appropriate when paid.
- Assist the monthly reconciliation and processing of SRC Corporate credit cards.
- Respond to queries as required.

### ***Compliance***

- Track any costs separately that FBT will apply to and advise the Scouts SA HQ Accountant annually for the FBT return
- Provide information that may be necessary to the Scouts SA HQ Accountant for completion of required returns such as the ReturntoWorkSA Return, Federal Workplace Equality Reporting, Australian Charities and Not for Profit Reporting, and other compliance reporting as required.

### ***WHS- Worker***

- Fully comply with the requirements of Scouts SA WHS Policy and Procedures
- Comply with all reasonable directions given with regard to work health and safety
- Participate in Scouts SA's injury and illness management process if injured in the workplace
- Follow safe work practises with an aim to ensuring the health & safety of yourself and others whilst at work.

### ***Other***

- Other sundry projects when required to support the work of the GM SRC or the CFO, or the SRC Finance & Administration Team.
- All associated record keeping.

| Person specification                           |  |
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| Qualifications<br>(essential)                  | <ul style="list-style-type: none"> <li>Accounting Degree Qualifications</li> </ul>   |
| Knowledge, Skills & Experience<br>(essential)  | <ul style="list-style-type: none"> <li>Demonstrated fifteen plus years accounting experience for a medium to large commercial organisation</li> <li>Experience in process review and improvement</li> <li>Excellent Report Writing Skills</li> <li>Intermediate to Advanced Excel Skills</li> <li>Must be able to liaise effectively with suppliers, employees, customers and Scouts SA volunteers at various levels and backgrounds</li> <li>Understanding of payroll legislation and processes</li> <li>Ability to interpret awards and other relevant legislation</li> <li>Strong problem solving skills</li> <li>Continuous improvement focus</li> <li>High attention to detail</li> <li>High level verbal communication skills</li> <li>Understanding of the importance of meeting fixed deadlines and ensuring this occurs</li> <li>Customer service orientation and focus</li> <li>Strong personal attributes of perseverance and persistence.</li> </ul> |
| Knowledge, Skills & Experience (non-essential) | <ul style="list-style-type: none"> <li>Experience in the recycling/waste management industry would be advantageous but is not essential.</li> </ul>  |



## HOW TO APPLY

Applications should be addressed to Justin Hinora. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential telephone discussion, please call (08) 8100 8830.

### **Please Note**

Your application will be automatically acknowledged by a return email.

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