



POSITION DESCRIPTION

Position Title	FINANCE MANAGER	Position No.	50044082
Team	[Finance & Strategy]	Classification	[Senior Executive]
Department	FBP Product & Content Technology	Schedule Roster Cycle	[Executive] [Executive]
Location	Ultimo	Band / Level	[EL 1]
Reports to	FINANCE BUSINESS PARTNER/STRATEGIC ADVISOR – PRODUCT CONTENT TECHNOLOGY 50051511	HR Endorsement	4/11/2019

Purpose

Deliver effective senior management accounting services to Product & Content Technology (P&CT) Team, providing financial advice and reporting, overseeing key financial processes (e.g. forecasting, accruals, budget builds) and contributing to key projects and strategic initiatives as required.

Key Accountabilities

Financial management

- Ensure the proper and full costing of resources, facilities, and operational activities as appropriate to P&CT.
- Manage and coordinate the P&CT annual budgeting process.
- Oversee key financial processes to ensure the underlying integrity of financial information including but not limited to month end, forecasting, accruals and year-end processes.
- Support P&CT senior leadership by providing finance information, assistance and strategic advice.
- Work with other members of the Business Partner & Finance Team in the development and implementation of consistent and effective financial policies and ensure these policies are observed within P&CT.
- Provide information that ensures resources, assets and facilities are being used in the most efficient and effective way.

Planning & reporting

- Participate in and contribute to the continuing development of relevant finance strategies, policy initiatives, and financial performance indicators for P&CT; preparing performance reports as appropriate.
- Prepare monthly reports for inclusion in the ABC's consolidated results on P&CT financial performance.
- Work with other teams and other areas of Finance to ensure the consistent application of financial workflows and processes.
- Constantly review and improve financial workflows and processes applicable to the role (e.g. salary template builds, forecasting, accruals, position reporting, vendor reporting, etc).
- Assist in the preparation of business cases to support savings initiatives, new projects, propose changes, and undertake relevant investigations and assignments. Actively contribute to key projects and initiatives as requested.

Leadership & Stakeholder Management

- Lead and manage project teams as required ensuring a shared understanding of and commitment to ABC and divisional objectives.
- Build effective working relationships with senior management, clients, and other stakeholders both inside and outside the ABC.
- Provide guidance, support and training to line management and employees about financial management processes and systems to ensure appropriate budget management.





POSITION DESCRIPTION

- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Relevant tertiary qualifications and professional membership.
2. Experience and proven track record in financial and budget management at a senior level in a large and/or diverse organisation.
3. Demonstrated ability to undertake strategic financial analysis and integrate business with strategic objectives. Ability to operate across multiple teams simultaneously providing effective financial advice.
4. Demonstrated high level technical, analytical skills and experience in planning and managing projects to achieve agreed goals.
5. Highly developed interpersonal and negotiation skills with the ability to guide and influence others. Effective stakeholder liaison.
6. Experience in the use of computerised accounting and management reporting systems.
7. High-level leadership and problem-solving skills with demonstrated ability to work effectively under pressure.
8. Demonstrate an innovative approach to work, exemplifying professionalism, energy, and drive to deliver continuous improvement and solutions that make a difference.
9. Awareness of the ABC's activities, strategic goals, and relevant management accounting needs.
10. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
11. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
12. **Diversity and Inclusion:** Experience in building an inclusive and supportive culture where diversity is valued.