

JOB DESCRIPTION – FINANCE MANAGER

Introduction

The Finance Manager is a key individual within the charity, whose responsibility is to work with the Treasurer in controlling and safeguard the finances of the charity.

General

- Reports to the Treasurer.
- Acts as a signatory to bank accounts.
- Acts as the Association's liaison point for Banks and third party processing providers.
- Detailed scrutiny and review of all expenditure before payment.
- Challenging creditors who produce invoices for payment when the expenditure has not been approved by trustees.
- Actioning all payments and arranging for second authorisation of the invoice and payment.
- Downloading subscriptions and other income paid to the Association via PayPal.

Monthly

- Ensure accurate records are kept and that supporting documentation is readily to hand.
- Forward all relevant financial information to the Treasurer so that financial reports can be prepared and distributed to trustees.

Other

- Assist the Treasurer in preparing budgets, costings and financial analysis for the trustees as required.
- Assist the Treasurer to provide the necessary financial and non-financial information as requested, in the required format.
- Assisting the Treasurer and trustees by answering queries fully and acting in a transparent and ethical manner.

Skills and attributes required:

- A knowledge or interest of the Gallipoli Campaign and an affinity with the charitable objectives of the Association.
- Able to work collaboratively within a team of volunteers and accepts compromise, retain flexibility and support the decisions of the group.
- Confident, enthusiastic and well organised.
- High ethical and moral personality.
- Proven record of working in a position of trust.
- Must be able to commit to the necessary time required to fulfil the role.
- A good understanding of basic bookkeeping including accounts, accounting transactions, banking and finance.
- Highly developed IT skills with advanced Excel an advantage for data manipulation.

