

Amaze

Position Description

Position Title: Finance Manager	Team: Finance and Operations
Reporting To: Chief Financial Officer	Effective Date: August 2022
Hours: 0.6-0.8 full-time equivalent (FTE) (flexible working by negotiation)	Position type: 12 months (Fixed term)
Salary: \$95,000-\$105,000 (pro-rata) + superannuation + salary packaging	Location: Work from Victoria Street, Richmond with some optional working from home days
Vaccination requirement: As this position requires work from the Victoria Street office, the successful candidate is to demonstrate triple COVID-19 vaccination status	

About Amaze

Amaze is a leading autism organisation driving change so that Autistic people and their families can live their best lives.

For over 50 years Amaze has been supporting Autistic people and their families. Based in Victoria, Amaze has a national reach and is the home of Australia's national autism helpline – Autism Connect.

Amaze is here for all Autistic people of all ages and works together with the autism community and a broad range of supporters to create a more autism inclusive Australia.

As well as working to increase broader community understanding and acceptance of autism and providing high quality advice and support, we translate autism community experiences into broader policy needs.

A key focus for Amaze is to assist employers to be Autism Positive and create inclusive, sustainable support for autism employment.

Amaze's commitment to Autism Positive Employment

Amaze is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. We stay true to our name by hiring 'Amazing' people from a wide variety of backgrounds. After all, we want to be as diverse as the communities we serve. Our inclusive culture helps us to be bold, open to difference, embrace curiosity, and spark positive change in ourselves and others.

Amaze is an **Autism Positive Employer**. We provide support and adjustments, starting with the recruitment process. We nurture an environment that is personally accountable, supportive, psychologically safe, inclusive, and high performing.

About the team



The Finance and Operations Team provides high quality and holistic financial and operational support to the wider organisation.

About the role

Reporting to the Chief Financial Officer, the Finance Manager will lead all of Amaze's financial management practices. This includes end-to-end accounting functions, financial reporting, managing cash flow, budgeting and forecasting, project reporting, and taxation in accordance with relevant statutory legislation and Amaze policies and procedures. The Finance Manager is also a member of the Amaze Leadership Team.

What you'll be doing

Financial and Accounting

- Monthly financial/management and project reporting for management, which is also to be included in the Board reporting.
- Preparation of annual accounts for audit and annual statutory reporting.
- Oversee the annual audit in collaboration with Amaze's auditors.
- Management and responsibility for financial planning, systems and processes.
- Monitor the day-to-day financial operations such as payroll, invoicing, and balance sheet management.
- Review and finalise month end close as prepared by Finance Coordinator.
- Oversee completion of Business Activity Statements.
- Provide financial and analytical support to the Chief Financial Officer, including budget modelling and forecasting and cashflow.
- Guide and coach line managers and other team members to enhance financial literacy, including guidance with compiling annual budgets and forecasting.
- Develop, implement and monitor appropriate financial systems, procedures and internal controls to support the efficient and effective operation of the finance function.
- Provide specialist advice on all aspects of financial operations, including policy and procedural.
- Develop strong and collaborative relationships with key internal and external stakeholders to ensure effectiveness of communications and resolution of issues.

Payroll

- Overseeing the payroll function including salary packaging and superannuation arrangements.

Staff Management Responsibilities

- Provide management oversight to the Finance Coordinator.

General

- Act for Chief Financial Officer role as and when required.
- Other tasks as required, aligned to skills, experience and role level.
- Adherence to Amaze policies and procedure including the Amaze Code of Conduct.



What you'll need to succeed

KEY SELECTION CRITERIA

Qualifications and Experience

- CPA/CA registration with relevant tertiary qualification in accounting and/or finance.
- Demonstrated experience in a similar Finance Manager role across the areas listed in 'What you'll be doing' above with estimated 8-10 years financial management oversight experience.
- People management skills and experience including the ability to lead an inclusive team that maximises the talents and potential of each person, in remote and hybrid environments.

Knowledge

- Knowledge of applicable accounting legislative, administrative and regulatory requirements, and the impact of those requirements on stakeholders, customers, and other organisations.
- Knowledge and experience of project reporting and the ability to ensure Amaze acquittals are accounted for accurately.
- **Desirable.** Knowledge of not-for-profit legislative and regulatory environment.
- **Desirable.** Working knowledge of government funding agreements and requirements.

Capabilities

- Ability to undertake project reporting to ensure Amaze acquittals are accounted for accurately.
- Well-developed interpersonal, relationship building, and influencing skills with the ability to identify opportunities to collaborate with key internal stakeholders.
- Demonstrated ability to work autonomously as well cooperatively as part of a team.
- Ability to communicate clearly - verbally and in writing. Can present opinion logically, checking for understanding and encouraging open discussion.
- Proven ability to think critically, creatively, and independently including exercising initiative.
- Exceptional foresight with the ability to pre-empt risks and issues before they arise.
- Superior attention to detail and the ability to consistently produce work of a high standard and accuracy, but that is also fit for purpose.
- Advanced organisational skills with a demonstrated ability to manage multiple priorities and meet deadlines.
- High level of maturity and integrity, with personal drive and determination to deliver work on time and to a high standard.
- Autistic community focused with either knowledge of, or commitment to, developing respectful communications for Autistic people and their families and carers.
- **Desirable.** Intermediate to advanced skills in the use of Microsoft Office, MYOB Advance, CRM (preferably Salesforce) and the utilisation of digital technology, or the ability to rapidly acquire the knowledge and understanding.

Inherent requirements of the role

Amaze provides reasonable adjustments to its employees and will accommodate individual needs where practicable. However, some aspects of the role are non-negotiable. For this role, candidates are required to be able to:



- Work in an open plan environment if working at the Victoria St Office.
- Complete sedentary desk work at a computer.
- Work collaboratively as part of a team.
- Communicate verbally via phone, through video meetings, or in-person.
- Concentrate for extended periods of time, with support if required.
- Change tasks on request with little to no warning.

Other requirements

- A National Police Check and Working with Children Check is required.