

Finance Manager

Location: Sydney



Water Polo Australia Limited (WPA) is a leading National Sporting Organisation, is seeking a highly focused, professional and motivated individual to join our team in the role of Finance Manager.

Water Polo Australia is the national governing body for the sport of Water Polo in Australia as a member of the *Fédération Internationale de Natation Amateur* (FINA). WPA is charged with the development and education of water polo players, officials, coaches and volunteers throughout Australia and with the conduct of competitions and championships for all levels of participation.

Water Polo Australia's purpose is to facilitate and grow the sport of water polo, thereby increasing participation at all levels and achieving sustainable success at the elite level. To become the best water polo nation in the world, we need to lead all key areas of strategy that will enable the sport to deliver on its stated vision.

You can find more information about Water Polo Australia here - <http://waterpoloaustralia.com.au/>

What is Water Polo Australia looking for in their Finance Manager?

Reporting directly to the Chief Executive Officer, the Finance, Risk and Audit Committee, and the Board of Directors the Finance Manager plays a crucial role in the management of WPA. The role of the Finance Manager is to lead WPA's management of the finance and administration, including the strategic and operational aspects of WPA's financial planning and management.

The Finance Manager will have experience as a Financial Controller/Administrator in a medium size organization or a division of a large business, with a preference for experience at an NSO, and will be a member of CAANZ or CPA.

You will be responsible for...

Financial Management

- Building and retaining financial strength and security consistent with strategic plans and budgets
- Efficiently managing and coordinating the entire scope of financial control, compliance and governance
- The preparation of financial budgets and forecasts
- Ensuring suitable cash forecasting and reporting systems and processes are in place to optimise the business's cash position
- Lead monthly management reporting of financial position, results and cashflow with supporting analysis and key KPIs, actuals to budgets and reforecast process organisation-wide as a business partner to the business managers
- Provide reports, analysis and recommendations to management on results against plan to enable effective decision-making by management
- The efficient ledger recording and management of financial income and expenditures consistent with Australian Accounting Standards and the policies and procedures of Water Polo Australia
- Ensure the accurate and efficient entry of data into the designated financial package

Asset and Risk Management

- The provision of adequate and proper protection of the realisable value of the business working capital and non-current assets
- Evaluation of financial risk for all contracts and major projects undertaken by the business and the monitoring of their financial activity

Compliance

- Managing the statutory and compliance obligations with regard to ASIC and Australian Sports Commission reporting, company secretarial practice and business/employee related tax obligations
 - Review, updating and implementation of policies and procedures
 - Leading the annual external audit process
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To be successful, you will need

- Bachelor Degree in Commerce specialising in Accounting or a related discipline.
- CA or CPA membership
- Experience as financial controller in a medium size organisation or division of a large business (experience working within sport at an NSO will be highly regarded)
- Experience in reporting to Audit & Risk Committees preferred
- High level written and verbal communication skills
- Experience utilizing accounting software packages such as MYOB, Xero and Excel
- Experience in accounting, cash management, financial reporting, payroll and related taxes, budgeting and forecasting
- Proven ability to interpret needs, information (including data) and provide process support at various levels of an organization
- Proven ability to build and maintain relationships with a vast range of stakeholders including senior management, government agencies and volunteers
- ability to communicate effectively in a variety of settings and can assimilate complex instructions easily

You will be expected to have...

- the ability to communicate effectively in a variety of settings and can assimilate complex instructions easily
- a strong public presentation skills and the ability to communicate with all levels of seniority, staff and stakeholders including written communication
- a demonstrated ability to develop relationships with diverse range of stakeholders including the Australian Sports Commission, as well as with media partners, commercial partners, state association and peer organisations
- the ability to develop, implement and understand strategic and operational issues and work with others in the business to bring financial perspective to operational management
- the ability to proactively work with and report to the Finance, Risk and Committee (and its Chair) to support the Board Committee in undertaking its Charter and responsibilities
- a proven ability to design, implement, manage and make sound business decisions; analyse issues and use logic and reasoning to assess problems and identify workable solutions
- a proven project management capability and ability to develop goals and plans and allocate resources accordingly to prioritise work to meet deadlines

Key Outcomes of the Position ...

- A professionally run Water Polo Australia
 - Improved financial stability of Water Polo Australia
 - strong budget results and increasing cash reserves
 - Organisational requirements are carried out using the financial resources available to Water Polo Australia
 - Timely and accurate financial reporting to the CEO, Finance Risk and Audit Committee, Board and Management
 - Identification and rectification of financial issues and risks as they arise
 - Capacity of the company to meet its financial obligations as and when they fall due
 - Provision of advice and recommendations to the CEO, the FRAC and the Board to improve the procedures and financial position of Water Polo Australia
 - Compliance with corporate statutes relating to financial activity reporting and company secretarial requirements
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Are you interested in the role?

If this sounds like you, please submit your application via email to info@waterpoloaustralia.com.au

In your application, you should include a covering letter with your resume and provide an indication of the remuneration you are expecting.

Applications close at 5:00pm on Thursday 14 December 2017.