

FINANCE AND OPS MANAGER

Position Details

Position Title	Finance Manager V5
Reports to	Directors
Direct reports	Bookkeeper/office administrator (fulltime), Bookkeeper/office administrator (part time), Payroll Clerk (part time) Debtor Management clerk(part time) also has reporting into this position. And the bookkeepers are available for reception/admin relief duties in accordance with their PDs though finance duties will take priority - Admin Team leader to liaise with this position.
Role location	Level 14, 440 Collins St, Melbourne VIC 3000
Document creation/revision date	5 June ,2024

Primary purpose

This role is primarily focused on providing high level high level financial accounting support to the practice. In addition, it provides oversight for IT and some Corporate Functions and attends to taxation returns for the firm and stakeholders.

Key relationships

The role is required to build relationships with internal and external stakeholders of the firm.

Internal relationships

- 1) Directors
- 2) Associate Directors and Managers
- 3) Shared Services Team

External relationships

- 1) ATO and TPB
- 2) External IT contractors and vendors
- 3) Landlord and other suppliers

Accountabilities

- 1) Provide effective, trusted leadership to team members, building job satisfaction and engagement of each individual and the performance of the team overall
- 2) Provide high level financial accounting support to the practice, supported by a small accounting team
 - Conduct month end reporting promptly following end of month for the entities including reconciliation of creditors, standing journal entries, preparing accounting files for offshoring consolidation and reviewing prior to distribution
 - Conduct year-end financial processes and reporting
 - Weekly reporting of cash, debtors, WIP
 - Productivity reporting and monitoring
 - Prepare and lodge tax returns and BAS returns for the firm and stakeholders
 - Prepare budgets and forecasts for review
 - Creditor management
 - Ensure invoices paid
 - Oversight of invoicing and debtor management, reconciliation of APS and MYOB debtors
 - Cash flow management and monitoring
- 3) Oversee general office IT requirements, liaising with the IT team to ensure smooth and efficient operations:
 - Manage IT system updates, including iManage and APS, working with external providers
 - Be a part of the introduction of new systems where required (e.g. CRM, new PM systems)
 - Manage the firm's outsourced and vendor IT arrangements
 - Create new staff in APS and linking iManage and back up Admin team Leader with testing if required.
- 4) Be involved with the firm's tax lodgement program, including:
 - Be a back up to the Admin Team leader re the firm ATO lodgements into APS, raise and resolve issues as required with managers.
 - Liaise with ATO Tax Practitioners Board re. registrations
 - Resolve ATO and BAS issues for the firm and Directors' tax returns as required.
 - Be a back up to the Admin Team leader re user access to and resolve issues with ATO portal
- 5) Manage internal payroll including reviewing and finalising monthly pay run reviews and/or prepares. Salary spreadsheet to be managed by finance as well.
- 6) Manage billing related matters and some escalated payroll queries associated with outsourced Payroll services provided by the firm.
- 7) Company structure/ flowchart – understanding and ensuring ongoing update of this.
- 8) Provide oversight of building management matters if required as backup though Admin team leader to be responsible for this i.e.. Parking, heating, cooling, noise, security, access cards. However, manage the leasing and financing aspects of building matters.
- 9) Attend to insurance renewals – professional indemnity, office, travel and cyber security.

- 10) Oversee and support the maintenance of the practice's trust account to ensure the trust account audit is clean.
- 11) Drive FBT return lodgement program and month end processes/timesheet completion, invoice completion to ensure month end is only a few business days after each calendar month. Ensure invoice processes and all finance department processes are documented properly.
- 12) Provide high level support to the Shared Services team, Managers and Directors as required.

Attributes

Knowledge, Experience and Skills

- Financial Accounting experience within an accounting or legal practice
- Well-developed IT skills including advanced Word, Outlook and Excel. Experience with APS Accounting and iManage software is highly desirable
- Strong commercial acumen with the ability to resolve issues pragmatically and identify opportunities to improve
- Demonstrated effectiveness in managing and leading a team, including developing capabilities and growing the engagement of individuals and the team overall
- Demonstrated strength in maintaining an up-to-date knowledge of compliance standards
- Excellent oral and written communication skills, with strong attention to detail
- The ability to develop positive and effective working relationships across the firm
- Well-developed prioritisation and time management skills and a proactive approach
- Proven ability to exercise sound judgement in dealing with confidential and sensitive information
- Proactive approach, managing and driving continuous improvement.

Qualifications / Certifications

- Relevant tertiary qualifications
- CA/CPA Qualified