



## Position description

Title:	<b>FINANCE MANAGER</b>
Group/Branch:	Business Services
Status:	Full Time Fixed Term
Location:	Emerald
Reports to:	Acting Group Manager Business Services
Direct Reports:	Finance Coordinator, x 3 Accounts Payable/Receiveable Officers
Hours/Days of Work:	EG Usually Monday to Friday commencing 9.00am to 5.00pm Weekend work maybe required by arrangement Flexibility with hours and days of work will be required by arrangement due to operational requirements. Authorised additional hours worked will be taken as time off in lieu
Requirements	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check and periodic checks as per policy Completed Category 3 National Standard for Helath Assessment of Rail Safety Workers

### Job Purpose

The position of the Finance Manager is to take on a leadership role in financial reporting and analysis that affects Puffing Billy Railway Board (PBRB) trading as Puffing Billy Railway (PBR), providing strategic financial input to the senior managers. Working with the Acting Group Manager Business Services, this position oversees the overall accounting process, ensures legal financial compliance and plays a key role in developing and implementing financial procedures to improve and maintain the financial health of the organisation.

### Key Duties & Responsibilities

- Execute the financial strategy of the organisation in line with the Puffing Billy Railway Act (Vic) 2022
- Preparation of PBRB financial accounts to meet regulatory and compliance requirements
- Preparation of Board, Sub-Committee, Management and inter-agency reporting and submissions as required
- Manage financial controls, accounting standards and procedures
- Work with Branch Managers to analyse costs, pricing, revenue and actual performance against business plans
- Responsible for participating in audits both internal and external
- Develop trend and projections for the organisation's finances for the benefit of PBR operations
- Ensure full transparency over financial performance and processes
- Conduct financial reviews with Managers to determine opportunities on how to increase revenue, reduce costs and enhance procedures with the view increase productivity while maintain accountability
- Support the Group Manager Business Services with the preparation of monthly and annual financial plans and the Annual Report
- Oversee fortnightly payroll processing
- Support Senior Management in structured departmental budget development, reviews and supply of management reporting to assist managers to make informed decisions
- Maintain speed and accuracy of billing and client payments via the approved accounting software



- Coordinate and produce all tax documentation as required
- Co-ordinate the year end and annual report process
- Direct and organise the work of the Finance team, providing support, direction in line with the strategic aims of the organisation, mentoring, performance management and training to enhance outcomes
- Provide financial input for grant applications, as well as provision and management of the financial components once received.
- Actively participate in corporate programs such as, but not limited to strategy and business plan development and implementation, and special projects

#### General Duties

- Maintain a Child Safe environment including reporting responsibilities and procedures (note: this role may have direct contact with children)
- Actively participate in continuous improvement activities, including learning and development and performance management programs
- Maintain behaviours in line with company values and always demonstrate leadership in behaviours to your team.
- Other tasks and duties as requested

#### Key Competencies

- Results-oriented and operationally aware financial accounts manager
- Maintain strategic thinking and planning for future work requirements.
- Advanced computer skills, including proficiency in MS Office and Microsoft Dynamics SL financial reporting software
- Exceptional verbal and written communication skills
- Enthusiasm, energetic and passionate advocate for accounting standards and compliance
- Exceptional organisational skills, with ability to prioritise and follow-through
- Strong leadership skills and the ability to work cooperatively and respectfully with others from various backgrounds and cultures
- Focus on service excellence, exceeding internal and external customer expectations
- Strong numeracy and literacy skills to manage basic accounting administration tasks

#### Qualifications & Experience Required

- Bachelor's degree in accounting, business, finance or related field
- Professional accounting designation (CA, CMA or CPA)
- 5+ years' experience in a senior financial managerial position
- Previous experience working in government, not-for-profit, tourism sectors looked upon favourably
- Experience working with NetSuite, Employment Hero (payroll system) or financial accounting software's is advantageous. Awareness of multi-software systems integration

#### Key Relationships

- PBR staff, volunteers, and visitors.
- Board and sub-committees
- External stakeholders including elected officers and senior management in public and private organisations.

#### Health & Safety

Managers and supervisors have responsibilities on behalf of the organisation but must also comply with their requirements as employees. It is their responsibility to:

- Ensure adherence to OHS policies and procedures.

- Consult with employees and H&S representatives (where they are elected) on OHS issues.
- Ensure that employees are equipped with the information, instruction, training and supervision that they need to work safely.
- Identify, assess if necessary and control hazards within their area of responsibility.
- Encourage early reporting of incidents and forward information to RTW Coordinators immediately
- Assist with initiating an early return to work on suitable duties after a workplace injury
- Access sources of OHS information and systematically disseminate information to all employees.
- Ensure that employees including volunteers and contractors are aware of, and abide by, all relevant health and safety procedures particularly those relating to the operation of plant and equipment.
- Develop safe work procedures as required and ensure adherence to procedures.
- Provide PPE as required and ensure employees are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained
- Maintain relevant knowledge of OHS issues.
- Act as a role model by demonstrating safe work behaviours.

The following health and safety factors are relevant to this position

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> <li>• Manual handling task (0 – 10kg)</li> <li>• Gripping, holding, claspings with fingers/hands.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand/arm movement i.e. claspings, reaching.</li> <li>• Walking on uneven surfaces.</li> <li>• Sitting at workstation</li> <li>• Responsibility for others safety.</li> </ul>

### Additional Notes

- Some weekends and public holiday work may be required on rostered basis
- As Puffing Billy Railway’s peak time is during the Victorian school holiday period, taking leave during school holidays is limited
- Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Safety and Wellbeing Policy and Child Safe and Wellbeing Code of Conduct.
- PBR is a zero drug and alcohol workplace – workplace participants maybe subject to unannounced drug and alcohol testing

### Acknowledgment

I have read and understood the above position description and I agree to undertake the duties outlined. I declare that I have no health, medical or other restrictions that would affect my ability or capacity to undertake these duties in a safe manner. Signing this document supersedes any previous position description

Employee Name	Employee Signature	Date
Approved By:	CEO	Date: November 2024
Last Updated By:	People and Culture	Date: November 2024



Puffing Billy Railway’s staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.  
**Our Children, Our Focus, Our Future, Speak Up!**