



POSITION DESCRIPTION

TITLE : FINANCE MANAGER
LOCATION : BWA Offices, Bendat Basketball Centre, Floreat, WA.
REPORTS TO : Chief Operating Officer

PURPOSE OF THE ROLE

Reporting to the Chief Operating Officer and working collaboratively across the business, the core purpose of this role is to provide financial management and oversight to the operations of Basketball Western Australia (BWA) including, financial planning and analysis for key decision making, cashflow management and internal controls. In addition the role will provide timely and accurate reporting to the Executive, the Board and Finance Risk and Audit Committee. This is a key role which supports the executive management team and staff by offering insights and financial advice.

In addition, identifying opportunities for process improvement, innovation and growth as well as leading the budget and forecasting cycles and managing the compiling of the annual reports and year end financial statements.

ABOUT YOU

- CPA/ACA Qualified]with significant accounting experience.
- This is a hands on role requiring a full understanding of the accounting system and internal controls.
- Proven ability to interact with stakeholders from finance and non finance backgrounds.
- Excellent written and verbal communication skills..
- Forward thinking with an exceptional attention to detail.
- Knowledge of finance systems (such as MYOB, XERO, Quickbooks) and strong Excel skills.
- Proven leadership skills.
- Proven ability to adapt to change and lead business process improvements.
- Ability to work in and lead a small team and build relationships with key stakeholders.

SUMMARY OF ROLE / KEY AREAS OF RESPONSIBILITY

FINANCIAL

- Leadership of the Finance Unit, ensuring financial compliance with statutory legislation, accounting standards, internal controls, organisational policies and procedures, providing concise, timely and accurate reporting.
- Preparation of month end accounts and management reports.
- Collecting, interpreting and reviewing financial information.
- Compliance with all taxation and legal responsibilities for GST, PAYG and Superannuation.
- Supervision of Finance Unit functions such as BAS, Accounts payable, Accounts receivable and Payroll.
- Oversee the accurate recording of the financial value and management of assets.
- Develop, implement and monitor appropriate financial systems, procedures and internal controls to support the efficient and effective operation of the Finance Unit.

- Recommend changes in systems, procedures and internal controls that will improve financial performance.
- Lead the budget process, working closely with Managers to oversee and accurately track, and report against both program and consolidated budgets.
- Forecast future financial performance.
- Provide financial analysis for key decision making.

REPORTING

- Complete month end reporting, inclusive of financial statements and balance sheet reconciliations, analyse results and prepare management reports to the Executive team.
- Provide accurate financial report to Executive, the Board, Finance Risk and Audit Committee, and external parties
- Production of financial reports related to budgets, forecasts, cash flow, accounts payables, accounts receivable, expenses etc.
- Preparation of end of year annual reports.

OTHER

- Adhere to and comply with BWA Policies and Procedures.
- Active involvement in Audit review in financial processes and practice.
- Responding to external and internal audit action items in a timely manner.
- Understand and report on the financial risks and impacts.
- Identify risk mitigation strategies related to the financial operations of BWA.
- Lead business process improvements and business system implementation.
- Assist in the annual review, analysis and purchase of insurances.
- Assist and advise BWA's Finance Audit and Risk Committee on risk, finance and policy matters.
- Support the COO and Chief Executive Officer were required on finance related matters.
- Assist in the management of cash reserves and investment policies.
- Supervise and manage direct reports, Finance Officer, Administrative Officer and Reception.
- Compliance with Work Health and Safety (General) Regulations 2022 requirements and BWA Work Health and Safety Policy and Procedures

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED
<p>Required</p> <ul style="list-style-type: none"> • Commitment to BWA's values & behaviours. • Experience and success in management accounting practices. • Demonstrated proficiency in use of Microsoft Office Suite. • Negotiation skills and the ability to develop strong working relationships. • An analytical mind. • Good communication and leadership skills, willingness to work with others. • Ability to stick to time constraints. • Strong attention to detail and accuracy in performing work. • Ability to work independently and as part of a broader team. • Preparedness to be flexible in respect to work hours.

Desired

- Postgraduate degrees in financial management / accounting / business.
- An understanding of the sport landscape in WA.

Working Relationships (Internal and external interactions)**Internal**

- Board
- Finance Risk and Audit Committee
- Direct reports – Finance Officer, Administrative Officer and Reception
- BWA Managers and Employees

External

- Affiliated Associations
- Basketball Australia
- Other State and Territory Associations
- Venues West
- Sponsors
- BWA Stakeholders
- Local, State and Federal Government