



POSITION DESCRIPTION

POSITION:	Finance and Business Operations Manager
REPORTS TO:	Chief Executive Officer
HOURS OF WORK:	5 days (38 hours) per week
TENURE:	3-year contract

PURPOSE OF THE POSITION

Shine Bright EYM (Shine Bright) manages quality, inclusive and family-centered early learning services that enrich children's lives and empower parents, families and local communities. To achieve this Shine Bright must be financially viable and have strong systems, controls, and processes in place to support the current and future growth of the organization.

The Finance and Business Operations Manager reports directly to the CEO and will have overall responsibility for finance, payroll, information, and communication technology (ICT), property and maintenance for all of our services. This includes internal and external reporting, cash flow management, budgeting, financial analysis, compliance and providing insightful guidance/analysis to key stakeholders on all aspects of finances including budgets and forecasts. Oversight of overall ICT direction and strategy and property/maintenance matters to enable our services to provide an environment for high-quality education. Review existing processes and systems with the view to improve efficiencies as appropriate.

This position also leads the Finance and Business Operations team to create a team culture that is positive, results-focused, and efficient.

KEY RESPONSIBILITIES

1. Lead the development and implementation of finance and business operational strategies that support the achievement of Shine Bright's mission and strategic goals.
2. Financial reporting with interpretation and analysis provided to the Board, leadership team and external auditors (as appropriate) to assist with planning, strategy and decision-making. Specific reports include but not limited to, end-of-month balance sheets, profit and loss reconciliations, bank reconciliations, accounts payable and receivable reports, and monitoring and report on revenue and on cost/expense targets.
3. Preparation and reporting of all statutory returns within required timelines including but not limited to superannuation, Business Activity Statements (BAS), WorkCover and Australian

4. Charities and Not-for-profit Commission (ACNC) and Australian Securities and Investments Commission (ASIC).
 5. Ensure compliance with financial legislation and standards.
 6. Develop annually and manage 'the budget' and financial health of the organisation.
 7. Develop trends and projections for the company's finances.
 8. Conduct reviews and evaluations for cost reduction opportunities internally and with suppliers.
 9. Conduct reviews of maintenance schedules, processes and providers to ensure efficiencies and effectiveness.
 10. Oversee and review areas of responsibilities including accounts, payroll, ICT and property/maintenance operations.
 11. Provide leadership to the team (finance, payroll, ICT, property/maintenance staff).
 12. Manage the payroll function to ensure staff are paid accurately and on time.
 13. Oversight of fee collection including invoicing.
 14. Liaise with banks to ensure efficient transactional banking.
 15. Review existing processes, financial reports and systems to improve efficiencies as appropriate.
 16. Project manage the implementation of new systems and processes as appropriate.
 17. Liaise with auditors to ensure appropriate reporting and monitoring of company finances and compliance is maintained.
 18. Preparation and timely submission of grant applications and reports to further develop the business of the organisation and/or diversify the organisation's services.
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KEY RELATIONSHIPS

Internal: As a member of the leadership team, lead the development and delivery of Shine Bright's Finance and Operations activities while working in partnership with the Early Years and Human Resources teams ensuring achievement of strategic objectives and consistent implementation of systems and processes across the organisation.

Reporting to the CEO, the Finance and Business Operations Manager will regularly communicate with the CEO to review performance and agree on operational strategies and future development.

External: The sustainable financial viability of early years management is a priority. The position has accountability to the Board.

The position will forge strong relationships with local and state government departments, service partners, educational institutions and other key stakeholders about issues related to financial, ICT, property and maintenance.

The position will create productive and positive relationships with government agencies and key stakeholders.

AUTHORITY

This position is the principal decision maker regarding operational day-to-day financial, payroll processing and reporting, ICT, property and maintenance matters. Matters that have regulatory or financial implications of a major or strategic nature or are outside of operational parameters are referred to and discussed with the CEO.

There are currently 3 positions in total that report to this role. 4 direct reports include the following positions – x1 assistant Accountant, x2 Finance Officers and x1 Reception/Administration Assistant.

KEY SELECTION CRITERIA

- Personal and professional values that are aligned to Shine Bright EYM's Mission, Vision and Values.
 - Relevant tertiary qualification(s) in Accounting/Business. CA/CPA or equivalent qualification will be looked upon favourably.
 - Solid experience in accounting and financial management, ideally or preferably within a not-for-profit sector is highly desirable.
 - Lateral thinker, including excellent problem solving and analytical skills to think both operationally and strategically.
 - Excellent communication skills, including verbal and written.
 - Outstanding time management skills with the ability to manage a number of tasks simultaneously, meet deadlines and prioritise own workload.
 - Excellent attention to detail and ability to work autonomously.
 - A high level of proficiency and competency in Microsoft and accounting packages, including Reckon and MYOB.
 - Project management skills to implement, monitor and evaluate financial and payroll systems.
 - Creates a work environment where individuals and teams are inspired, nurtured, empowered and encouraged to contribute effectively and to realise their potential. Deals with staff in a warm and caring manner.
 - Solid experience in building and maintaining business relationships.
 - Previous experience in early childhood or education would be looked upon desirably.
 - Behaves in a way that is consistent with Shine Bright way; values; acts with integrity; is aware of own behaviour and manages it for the most positive impact on others, and commits to ongoing personal, professional and management/leadership development.
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QUALIFICATIONS, EXPERIENCE AND MANDATORY REQUIREMENTS

- Relevant tertiary qualification(s) in Accounting/Business. CA/CPA or equivalent qualification will be looked upon favorably.

- Solid experience in accounting and financial management, ideally or preferably within a not-for-profit sector is highly desirable.
 - Experience in the early childhood and not-for-profit sector including the knowledge of funding and payment process would be looked upon favorably.
 - A satisfactory Police Check (which needs to be maintained).
 - A current “Employment” Working with Children Check card.
 - Comply with COVID-19 Vaccination requirements and mandates.
 - Valid driver’s license
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Signatures of parties:

I (employee name) accept this position description including all items, tasks, content and responsibilities. I also acknowledge that this position description will be periodically reviewed and updated to ensure operational requirements continue to be met.

Employee Name
Date:

Employee Signature

Manager Name
Date:

Manager Signature