



North Australian Aboriginal Justice Agency

Freecall 1800 898 251 ABN 63 118 017 842 Email mail@naaja.org.au

Role Description

Position Title	Finance Manager
Salary	Grade PSO 8 Salary \$131, 943 - \$151,048
FTE	Full time 37.5 hours per week
Location	Darwin CBD
Completion	Full Time, 6 months contract with a possibility of an extension
Reports to	Chief Financial Officer

ABOUT NAAJA:

The North Australian Aboriginal Justice Agency Ltd (NAAJA) provides legal assistance and justice services for Aboriginal and Torres Strait Islander people in the Northern Territory. We have offices in Darwin, Palmerston, Katherine, Tennant Creek, and Alice Springs. We are recognised as a leading legal service and have received national and local human rights and crime prevention awards for our work.

OBJECTIVES OF THE POSITION:

NAAJA's Finance Section provides the highest possible level of financial processing, reporting, financial accountability, financial systems, processes and procedures and advice to the CEO, Board, and relevant stakeholders. The work requires a high level of motivation, energy and a commitment to professional excellence.

DUTIES AND RESPONSIBILITIES:

The NAAJA Finance team is currently transitioning to two new systems Employment Hero (Payroll) and Dynamic 365 (Finance). The current Chief Financial Officer will be going offline to manage system implementation for payroll and finance.

A Finance Manager is required to provide additional high-level accounting and finance knowledge and experience within the finance team and allow for a split of the business as usual, and implementation support work between the CFO and the Finance Manager. The immediate recruitment of a Finance Manager would provide a pathway to succession in the CFO role, with the Finance Manager having around six (6) months to work with the CFO, become fully trained in NAAJA's operations and be part of the new system implementation.

The Finance Manager will be responsible for the day-to-day running of the Finance function and implementing the strategy and direction as provided by the CFO.

In addition, the role shall identify and implement systems, policies and processes for the Finance function which will improve financial monitoring, accountability, and growth across NAAJA.

The duties of the Finance Manager will include:

- Preparation of monthly/quarterly financial and management reporting
- Preparation of annual accounts for audit and annual statutory reporting
- Supervision and performance management of the Finance team
- Monitor the day-to-day financial operations such as payroll, accounts payable, and other transactions
- Provide financial and analytical support to the CFO



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- Guide and coach NAAJA directors and program managers to enhance financial literacy, including guidance with compiling program budgets and forecasting
- Develop, implement, and monitor appropriate financial systems, procedures, and internal controls to support the efficient and effective operation of the Finance function
- Support the CFO in working with the Executive Management Team around budgets, spending, reporting and financial accountability
- Performing ad hoc analysis pro-actively or as directed, to provide performance insights that aid appropriate resource allocation
- Develop strong and collaborative relationships with key stakeholders to ensure effectiveness of communications and resolution of issues.

KEY SELECTION CRITERIA:

ESSENTIAL:

1. Degree qualified in accounting with Professional Membership of CPA/ICAA body.
2. A minimum of 5 years relevant or transferrable experience in financial accounting services for a medium to large company, including the management of a finance team;
3. Advanced written, verbal and interpersonal communication skills
4. Experience managing the annual audit and preparing annual financial statements
5. Strong knowledge of accounting software and MS Excel
6. Strong interpersonal and communication skills with demonstrated experience of working collaboratively and influencing across multiple stakeholder groups

DESIRABLE:

1. Previous experience in an NGO or the community sector, particularly in relation to grant management
2. Experience with MYOB Greentree/Dynamic 365 Business Central/Employment Hero

ADDITIONAL BENEFITS:

- Salary packaging options applicable to the NGO sector.
- 6 weeks annual leave per year with leave loading.
- Annual airfare.
- Relocation allowance.