



## Finance Manager

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**Reporting to:** Director of Administration

**Hours:** 0.7 FTE

**Term of Employment:** Permanent, part-time

**Location:** Hybrid: Hawthorn, Victoria and working from home

**Salary:** \$130,000 - \$150,000 + superannuation (pro-rata)

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### Astronomy Australia Limited

**Astronomy Australia Ltd (AAL)** manages the Astronomy Program of the National Collaborative Research Infrastructure Strategy (NCRIS). AAL is a not-for-profit company whose members are Australian universities and research organisations with a significant astronomical research capability.

Our vision is that Australian astronomy is world leading and publicly valued. Our mission is to facilitate access for Australian-based astronomers to the best research infrastructure, encourage the sharing of astronomical technical capabilities to maximise their value to the nation, and inspire Australians with these astronomical achievements.

This position is located at the Melbourne office of AAL, on the Hawthorn campus of Swinburne University of Technology, close to public transport, approximately 6km east of Melbourne's CBD.

AAL offers relaxed, flexible, family-friendly work arrangements. AAL supports a hybrid working model.

### Position summary

This part-time ongoing position will be responsible for the financial management of the company. The successful applicant will take a hands-on approach to their duties, working alongside the CEO, Director of Administration and other members of staff in a small team environment. An ideal candidate will have experience managing the financial aspects of government grants and contracts with detailed reporting requirements.

No staff supervision is required, but the Finance Manager is expected to provide direction to the Administration Manager regarding payroll and other company bookkeeping activities. As AAL is a small company, all members of staff are expected to spend some of their time assisting with general operations.

## Statement of duties

### Financial Management

This stand-alone role will manage the in-house finance function. Key responsibilities include:

- Working with the CEO to prepare the company budget, including operations and grant-related activities and tracking expenses to ensure expenditure is within budget limits.
- Plan and monitor the company's cash flow position.
- Liaise with AAL's bankers as needed, and manage all bank accounts, term deposits, payment transactions and overseas currency commitments.
- Maintain general ledger, prepare all month-end accounting including grant reconciliations and revenue recognition.
- Oversee processing of payroll, accounts payable and accounts receivable by the Administration Manager and act as the internal point of contact for all payroll and accounts related queries.
- Prepare and submit all statutory financial reporting as required, including BAS/IAS, ATO, FBT, superannuation, STP, ACNC and ABS.
- Maintain adequate knowledge of financial aspects of AAL's contracts and sub-contracts, working closely with the program management team on project related finance matters.
- Manage the company's insurances, including general business, D&O/statutory and workers compensation.

### Financial Reporting

Engaging with AAL team members and externally, the Finance Manager will be the owner of all the financial data across the organisation. This will include the following tasks:

- Conduct all year-end activities, co-ordinate the annual audit with the external auditor and produce the annual financial statements.
- Prepare periodic grant and operational financial statements and payment schedules for review by the CEO and Board quarterly and manage financial risks and internal controls for review by the Audit and Risk Management Committee bi-annually.
- Prepare the financial component of business plans and milestone reports for submission to government to satisfy grant obligations and prepare funding acquittals for government and other funding bodies as required.
- Provide financial support to fulfill AAL's obligations as Consortium manager under the Anglo-Australian Telescope (AAT) Consortium Agreement and the Large Synoptic Survey Telescope (LSST) Consortium Agreement.

## Experience and qualifications required

The successful candidate will require the essential skills, experience and qualifications below.

### Essential

1. CPA or CA qualified.
2. Proficiency in MYOB.
3. Advanced organisational ability and problem-solving skills.
4. Ability to work collaboratively and flexibly, in a team and independently.
5. Ability to develop relationships with and influence a range of stakeholders.
6. Ability to anticipate issues and confidence in recommending solutions that result in effective outcomes.
7. An excellent eye for detail which ensures minimal errors and the maintenance of high standards of quality.
8. Bachelor's degree or equivalent combination of education, training and experience in similar roles.

To excel in the role, a candidate will need to draw on relevant job experience as listed below.

### Desirable experience

1. Experience managing all financial functions and processes within a small organisation.
2. Experience working in a not-for-profit company, with knowledge of regulations relevant to the not-for-profit sector.
3. Experience managing government grants and contracts.
4. Experience dealing with the university sector.

## Deadlines and further information

- To apply for the position, e-mail a maximum 5-page application (cover letter and CV) that addresses the selection criteria by 9:00 am AEDT on 24 October 2024 to the AAL Director of Administration, Ms. Catherine Andrews:  
catherine.andrews@astronomyaustralia.org.au.
- Interviews will be conducted in late October. An immediate start is preferred.