

# FINANCIAL SERVICES MANAGER

## Role description

<b>Role title</b>	Financial Services Manager	EAO00007
<b>Reports to</b>	Chief Financial Officer	
<b>Classification</b>	Executive Level 2	
<b>Salary</b>	\$99,190 - \$117,436	
<b>Location</b>	National Office, Melbourne	

## The job

The successful applicant will be required to:

1. Develop, maintain and monitor the Agency's budget and forward estimates at both National and State/Territory level.
2. Manage work performed by State-based finance and administrative managers to ensure consistent standards across the agency.
3. Coordinate AHPRA's annual budgeting process including the provision of background data to management, budget planning and preparation, the maintenance of budgeting worksheets and the preparation of draft budgets and advice to management.
4. Establish and maintain systems and procedures for budget planning and control and identify and implement improvements and efficiencies.
5. Develop and manage regular and ad hoc financial management reporting for the AHPRA Executive and other senior managers.
6. Investigate, report and advise on trends, risks and issues.
7. Coordinate and participate in registrant fee reviews.
8. Undertake analysis of complex accounting and financial reporting issues including variance analysis.
9. Provide authoritative budgeting and financial advice and collaborate with other sections on corporate projects.
10. Provide support to the Agency's business and strategic planning processes.

## Key Selection Criteria

Our ideal applicant will be someone who will have:

1. Demonstrated experience in budget preparation, reporting and monitoring in a complex environment.
2. Possession of CA, CPA or MBA qualifications.
3. Well developed skills in analysing complex financial information and providing authoritative financial management advice.
4. Ability to implement activity-based management as a means of budget preparation and performance analysis.
5. Strong knowledge of accounting principles and Australian accounting standards, practices and ability to interpret legislation.
6. Experience in managing and developing staff.
7. Demonstrated high level interpersonal skills, ability to work collaboratively in teams and manage relationships with a wide range of stakeholders
8. Well developed written and oral communication skills and the ability to consult and negotiate with competing parties and introduce change.

9. Advanced knowledge and experience with management reporting systems including MS Excel.