



POSITION TITLE	Finance Manager - SANFL Clubs
AWARD LEVEL	Award Free
DIRECT REPORTS	N/A
REVIEW DATE	18 Aug 2021

SANFL VISION & VALUES

Healthier, more connected lives through the enjoyment of footy.

AUTHENTIC | FUN | TEAM | PROGRESSIVE

KEY OBJECTIVES

The Finance Manager will be responsible to the Finance Shared Services Manager, to implement, drive and manage best practice financial reporting, systems, processes and governance at the SANFL Club's.

KEY RESPONSIBILITIES

Responsibility	Objective	Performance Measure
Financial Reporting	<ul style="list-style-type: none"> ▪ Preparation and maintenance of monthly reporting (including written commentary) for the relevant SANFL clubs CEO, Finance Committee and Board in line with time frames ▪ Preparation / review of balance sheet reconciliations ▪ Liaise with third parties on completion of assigned financial services 	<ul style="list-style-type: none"> ▪ Timely and accurate completion of month-end ▪ Management reports up to date and reconciled ▪ Balance sheet reconciliations are kept up to date
Budgeting & Forecasting	<ul style="list-style-type: none"> ▪ Assist in the preparation of the annual budget for SANFL clubs including validation and assessment of assumptions and risks ▪ Liaise with Club CEO and key staff to identify variances and maintain forecast ▪ Create dynamic 3-year forecast / financial models for SANFL clubs ▪ Build financial models and business cases to support investment decisions 	<ul style="list-style-type: none"> ▪ High level accuracy and autonomy ▪ Weekly and monthly timelines met as agreed
Annual Audit	<ul style="list-style-type: none"> ▪ Assist with preparation of club's annual audit(s) 	<ul style="list-style-type: none"> ▪ Timelines met as agreed

SANFL Club Benchmarking	<ul style="list-style-type: none"> ▪ Manage and complete financial and operational benchmarking for SANFL clubs (football club and licensed venue) ▪ Identify and track KPI's across SANFL clubs 	<ul style="list-style-type: none"> ▪ Timelines met as agreed
Club Finance Governance & Systems	<ul style="list-style-type: none"> ▪ Review, suggest, modify and facilitate procedural documents such as; Delegations of Authority, Management Reporting (month end); Balance sheet reconciliations; Cash management (licensed premises); payroll approval and authorisation ▪ Identify and implement best in class systems (e.g Xero and add-on's) and other technologies to improve processes, efficiencies and controls 	<ul style="list-style-type: none"> ▪ Ongoing

REQUIRED BACKGROUND

Qualifications

- Relevant tertiary qualification, with appropriate professional memberships
- DHS With Children Check

Essential Criteria

- Provision of professional financial and management accounting advice
- Experience leading the budgeting process, financial forecasting and 3-year planning
- Experience with Xero
- Highly proficient with Excel and other office suite products

Desirable Criteria

- Experience in accounting for a sporting club / licensed premises

Skills and Knowledge

- Working with various stakeholders with non-financial backgrounds
- Communication and presentation skills
- Attention to detail
- Able to work autonomously
- Able to prioritise to meet agreed timelines