

# Position Description

Position Title	Finance Manager	Reporting to	Senior Financial Controller
Business Unit	Finance	Direct reports	3+
Classification	Level F	Date	September 2022

## Our Organisation

The Royal Australian College of General Practitioners (RACGP) is the voice of General Practitioners (GPs) in our growing cities and throughout rural and remote Australia. For more than 60 years, we've supported the backbone of Australia's health system by setting the standards for education and practice and advocating for better health and wellbeing for all Australians.

We cultivate a stronger profession by helping the GPs of today and tomorrow continue their professional development throughout their careers, from medical students and GPs in training to experienced GPs. We develop resources and guidelines to support GPs in providing their patients with world-class healthcare and help with the unique issues that affect their practices. We're a point of connection for GPs serving communities in every corner of the country.

Australia's GPs see more than two million patients each week, and support Australians through every stage of life. The scope of general practice is unmatched among medical professionals, so the RACGP supports members to be involved in all areas of care, including aged care, mental health, preventative care and Aboriginal and Torres Strait Islander Health.

Patient-centred care is at the heart of every Australian general practice and at the heart of everything we do.

## Our Values

RACGP Employees are expected to uphold our workplace values:



**Progressive leadership** Forward thinking and proactive leaders who lead by example and empower employees to create and drive innovation



**Quality** Honouring our Organisational Vision and Mission Statement by constantly striving for excellence in service delivery and advancement in the field



**Ethics** Committed to acting with morality, integrity and transparency in serving the best interests of all stakeholders



**Professionalism** Dedicated professionals who respect and collaborate with others and are fully accountable for their actions.



## Your Team

The Finance Division of the college provides services to Council and its committees, CEO, the managers and employees of our Faculty Offices and National Office Departments, and external bodies including grant funders and grant operators.

These services are in the areas of:

- Setting of finance policies and procedures; budgeting, processing, recording and reporting of College business transactions; managing daily cash flow; managing compliance with tax laws and Corporations Law as it relates to financial matters; and providing managerial direction relating to financial matters whilst minimising financial risk.
- Management of some office services, specifically travel supplies, office supplies, postage & courier services and utilities.

## Your Role

Reporting into the Senior Financial Controller, you will lead a team to manage the overall financial accounting and compliance for the College and own the revenue accounting process and treasury function. There are a number of transformation projects planned for these areas and so you will need to lead a number of new system and process improvement projects. This is a pivotal management role in the Financial Control team and you will be the 2ic to the Senior Financial Controller.

## Key Responsibilities

- Lead and manage a team of 3+ people consisting of qualified accountants and transaction team members
- Responsible for all external and internal financial reporting and compliance reporting, including the annual statutory financial statements, project accounting, government and grant reporting and monthly & quarterly financial accounting and results
- Manage month end and year end statutory audit processes, including project managing teams to deadlines and working with stakeholders in the business and auditors
- Designing and implementing new processes, procedures and controls to support the order to cash process and system transformation, including supporting the review of payment gateways and changing business models and revenue streams
- Preparing accounting position papers where required
- Develop and enhance finance policies, procedures and practices and monitor compliance with these
- Lead ongoing improvements for business transformation and to optimise processes
- Manage the external audit relationship including EOFY audit field work and other critical accounting matters
- Support the insurance function – assistance with renewals and claims
- Support the internal audit function
- Participate in the RACGP Performance Review Cycle.
- Deliver agreed Work Performance Goals – to be developed in conjunction with Manager.
- Other duties as required.

## Qualifications and Experience

### Essential

- CA/CPA Qualified
- Relevant Degree/Tertiary education in Finance or Accounting
- Exceptional external and internal stakeholder management in building strong relationships both at the executive and management levels
- Customer focussed with excellent communication skills and ability to navigate complex financial concepts with non-financial business partners
- Experience with transformation projects and supporting teams and stakeholders to navigate through change as a finance lead, or lead SME
- Experience in designing and implementing new financial accounting processes, procedures and controls
- Strong technical accounting skills and experience with AASBs and experience and knowledge with IFRS 15 and AASB 1058

- Experience in preparing and/ or extensive experience in auditing financial statements of mid-sized corporates/ large charities
- Excellent accuracy and attention to detail.
- Strong financial and management reporting skills and experience
- Strong people management skills and experience
- Strong project management and planning and organising skills

**Desirable**

- Strong Excel/Word skills, including Excel modelling
- Audit background – big 4 or mid-tier experience
- Experience with agile methodology
- Experience with grant accounting and grant acquittal reporting
- Experience with fundraising and foundation activities

## Your Relationships

Your role requires interaction with internal and external stakeholders including:

**Internal:**

- RACGP Employees
- GM Finance
- FP&A Manager
- Finance team
- Systems Accountant
- Compliance and Legal team
- IT and project teams
- Multiple stakeholders across the business

**External:**

- Auditors and advisors
- Insurance broker