



# South East Leisure

## Assistant Finance Manager

**Classification:** Manager

**Date Reviewed:** April 2024

**Department:** Support Office

**Reporting to:**

GM Corporate Services and Finance

**Approved by:** CEO

### About South East Leisure

South East Leisure are a leisure management company based in the City of Greater Dandenong with a vision to enhance the health and wellbeing of our community by providing sustainable world class experiences.

We, at South East Leisure pride ourselves on being driven by our values:

**CARE** – We care about our people, our actions, and our outcomes

**OPEN** – We are honest, transparent, and respectful in our actions

**FUN** – We work hard, we have fun and celebrate our success

**SUSTAINABLE** – We provide commercially and environmentally sustainable outcomes

South East Leisure manage and operate the four major leisure facilities in the Greater Dandenong area:

- Dandenong Oasis
- Noble Park Aquatic Centre
- Springers Leisure Centre
- Dandenong Stadium

We are committed to building a team full of positive, hardworking, and adaptable superstars. In return for your passion and commitment, we will:

- Provide you with flexibility in your role – We are passionate about creating a healthy work life balance
- Encourage you to contribute to our social and environmental outcomes
- We are passionate about creating a positive social impact and are always exploring ways that we can implement environmentally sustainable improvements.
- We will always value and listen to your ideas into ways we can improve our programs, services and business.

**Our Purpose** Creating active and connected communities.

**Our Vision** Providing sustainable world class experiences that enhance the overall health and wellbeing of the community.

## **About the role**

As the Assistant Finance Manager, you will play a pivotal role in overseeing and enhancing the financial operations of South East Leisure (SEL). Your responsibilities encompass a wide array of finance functions, including but not limited to Accounts Payable, Accounts Receivable, Payroll, Audits, Financial Systems, Statutory and Financial Reporting.

Your role involves more than just oversight; you'll serve as a trusted advisor to leadership, offering strategic insights and guidance to inform financial decision-making at both operational and executive levels.

## **Key Responsibilities**

### **Budgets and Forecasts**

- Collaborate with leadership to prepare, analyse, and maintain budgets, fostering a culture of financial accountability and efficiency.
- Collaborate with facilities leadership and prepare Quarterly Forecasts
- Alongside other key personnel, the development and coordination of a strategic financial plan for the business and its management team including income, expense, insurance coverage, business objectives, risk tolerance and all other strategic elements

### **Monthly Financial Accounts**

- Ensure clear comprehension of financial reports among facilities leadership and relevant staff, enabling informed decision-making within their respective departments.
- Prepare comprehensive monthly financial reports on financial performance, including detailed variance explanations, for presentation to the Executive Team and Board within specified timelines.

### **Statutory reporting and Audits**

- Fulfill all statutory reporting requirements, including but not limited to monthly BAS, Annual FBT, and Annual Financial Statements.
- Produce high-quality working papers to support reconciliations, statutory reporting, and audit processes with VAGO.
- Facilitate internal and external audit visits, liaising with auditors and stakeholders to ensure smooth proceedings.
- Provide functional support and maintenance for Sage Intact financial system, ensuring optimal utilisation for accurate and timely financial data management and reporting.
- Ensure adherence to accounting standards, practices, and legislative requirements across all financial operations within SEL.

### **Day-to-day financial management**

- Oversee Accounts Payable processes, including the preparation of weekly payments and reconciliations, while maintaining robust controls over supplier details.
- Strict Debtor management
- Daily Bank Reconciliation and cashflow management
- Month-end process including General Ledger and Balance sheet Reconciliations.

## Payroll

- Administer payroll functions, ensuring compliance with all statutory requirements, and promptly addressing pay-related queries.
- Lodge key legislative payments such as SGC payments, PAYG etc, ensuring timely compliance.
- Prepare payroll and HR-related reports, maintaining accurate and up-to-date personnel records within the HRIS system.
- Support the administration and maintenance of SEL's HRIS system (foundU).

## Qualifications and Experience

- A professional qualification in accounting such as CPA or related discipline
- Demonstrated experience in a similar role with Payroll and Accounting for at least 5 years is essential.
- Demonstrated knowledge of accounting theory and procedures including Financial Reporting Standards and the preparation of financial statements, management reports and budgets.
- Strong financial analytical skills, specifically an ability to understand and interpret financial trends and variances
- Ability to plan, prioritise and organise work within a set timetable and in an environment of change and conflicting demands
- Ability to solve problems and gain cooperation through discussion and teamwork.
- compliance, Law, or other relevant discipline along with substantial proven experience.
- Excellent oral and written communication skills
- Demonstrated experience working with and advising Executive Management and Boards.
- High levels of organisation, efficiency, and attention to detail
- Ability to work effectively in a team environment to ensure team objectives are achieved
- The ability to work with minimal supervision and display high levels of initiative
- Computer skills, especially in Advance Excel, Microsoft 365, Word, PowerPoint, and SAGE
- Ability to work flexible hours as required
- Valid Working with Children's Check
- Current (or willing to obtain); First Aid and CPR
- Experience in managing competing priorities and meeting tight deadlines.
- Solid professional boundaries, ethics, integrity, and standards.

## Organisational Relationship/Context

### Reports to

GM Corporate Services and Finance

### Direct Reports

Finance and Payroll Officer

### Major contacts

#### Internal Liaisons

- Executive Leadership Team
- People and Culture, Risk and ICT
- Commercial, Marketing and Communications
- Operational Teams, Leaders at all levels and Frontline staff

#### External Liaisons

- Greater Dandenong City Council
- Worksafe Victoria
- Industry contractors and suppliers
- Community Organisations and schools

## **Equal Opportunity**

We support the provision of a work environment that is free from harassment, discrimination and bullying and refrain from engagement in any activities that may be offensive, humiliating, uncomfortable for; or derogatory towards; other staff or the community.

## **Safeguarding Children and vulnerable adults Commitment**

SEL wants children and young people to be safe, happy, and empowered, we take all reasonable steps to ensure candidates are appropriately screened and to employ skilled staff to work with children and young people and have zero tolerance for child abuse.