

POSITION DESCRIPTION

Finance & Compliance Manager

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| Location: | Flexible (East-coast time zone / Northern Rivers based preferable) |
| Reports to: | CEO |
| Commitment: | 15 hours per week |
| Position Type: | Permanent Part-Time |
| Commencement Date: | September 2022 |

Purpose of the Position

The Finance & Compliance Manager is a member of the leadership team and supports the strategic objectives of Rainforest Rescue by providing sound financial & compliance management.

The position is responsible for all areas of financial management at Rainforest Rescue including providing accurate and timely financial reports, analysis, and recommendations to assist with effective corporate governance and decision making. The position is responsible for the day-to-day finance functions of Rainforest Rescue including accounts payable, accounts receivable, payroll, budgeting, financial acquittals, forecasting, and preparation of monthly management reports, as well as for all compliance obligations of the organisation.

Core Responsibilities

- Take full ownership of the organisation's compliance obligations, particularly those related to DGR.
- Provide leadership and coordination for the organisation's budgeting and forecasting processes including financial modelling, reporting, analysis and make informed recommendations based on this
- Coordinate and deliver fit for purpose financial reporting and analysis to key stakeholders including Managers, Executives, Board of Directors, and funding bodies (e.g., Department of Health)
- Regularly engage with managers and lead discussions on financial planning and performance, including recommendations to the CEO and Board of Directors on the allocation of financial resources
- Undertake regular cash flow monitoring and forecasting
- Provide regular reports to the Finance Audit and Risk Management Committee and the Board regarding financial performance and compliance.
- Processing and maintenance of accounts receivable, accounts payable, payroll, general ledger, banking, and asset records.
- Ensure the completion of key financial reporting within agreed/statutory timeframes, such as:
 - Month end financial reports and reconciliations
 - Annual Financial Statements
 - External financial audits
 - Program reporting to funding bodies including budgets and acquittals
 - PAYG, BAS, IAS and FBT returns
- Arrange and oversee all insurance requirements for the organisation, ensuring appropriate levels and types of insurance are always in force
- Lead contact for the annual audit including liaising and managing the relationship with external auditors and reporting to the Board
- Meeting of compliance requirements, including Annual statistical return, Fundraising authorities, Stamp Duty exemptions etc
- System administrator for financial and payroll business applications (MYOB)
- Ensure financial policies and procedures remain relevant and up to date and are implemented

- Identify and develop enhancements and add value to the existing processes through the development of continuous improvement opportunities
- Drafting contract letters for new staff, and advising on and ensuring compliance with all relevant pay awards and National Employment Standards

SELECTION CRITERIA

Essential

- Qualified CA or CPA with a minimum of 3 years' experience in a similar role
- Demonstrated experience with managing accounting functions including payroll, accounts receivable and payable, budgeting and asset management
- Ability to analyse financial data and prepare financial reports, statements, and projections
- Demonstrated ability to:
 - develop and maintain effective relationships with key stakeholders
 - remain calm under pressure and manage workload to meet challenging deadlines
- Well-developed problem-solving skills with a high degree of initiative and ability to produce timely and quality results
- Demonstrated experience in developing value adding financial systems and/or processes
- Demonstrated competence in the use of a range of relevant software including Microsoft Word, Excel, and MYOB

Desirable

- Previous experience in and/or an understanding and appreciation of not-for-profit environment sector.

APPLICATIONS

To apply, please email a cover letter, your current resume, copies of any relevant qualifications to admin@rainforestrescue.org.au No phone calls please. Position will remain open until filled.

ABOUT RAINFOREST RESCUE

Rainforest Rescue is a not-for-profit organisation that has been protecting and restoring rainforests since 1999 by providing opportunities for individuals and businesses to Protect Rainforests Forever.

Our Vision

To Protect Rainforests Forever

Our Mission

To achieve our vision to protect rainforests forever by preservation, restoration, biodiversity conservation, research and education.

Our Values

Ethical – Working to the highest ethical standards both internally and with external stakeholders

Sustainable – Ensuring Rainforest Rescue has a light footprint on the planet

Professional – Working in a transparent, innovative, and agile way to get the best value for money

Engaging – Proactively listening to our audiences and actively contributing to Rainforest conversations

Respectful – Leading by example and ensuring our work reflects the special sense of place of rainforests

Collaborative – Working in partnership to maximise synergies and impact to Protect Rainforest Forever.

Rainforest Rescue acknowledges the traditional custodians of the lands on which our organisation is located, where we work, and where we live. We respect ancestors and Elders past, present, and emerging.

About the Team

Rainforest Rescue's work and staff are located within Eastern Kuku Yalanji country (Daintree area), on Arakwal (Byron Bay), Minjungbal (Tweed Heads) and Widjabul (Lismore) country within Bundjalung Nation, and Meanjin country (Brisbane) within Turrbal Nation.

We are a small organisation of 10 people, supported by a group of passionate volunteers, expert advisors and an experienced board. Our land management and nursery team are based in the Daintree rainforest (Julay Madja). While our operations team is based in Byron Bay, NSW. We also have staff in Brisbane and pro-bono partners in NSW and QLD.

Working with Traditional Owners

Rainforest Rescue is very supportive of Traditional Owners and their stewardship of the land and working respectfully with the Eastern Kuku Yalanji and Jabalbina Aboriginal Corporation is very important to Rainforest Rescue.

Our Key Stakeholders

Supporters: Volunteers and subscribers

Funders: Philanthropic trusts and foundations

Sponsors and donors: Business partners, individual donors

Conservation partners: Traditional Owners, Wet tropics conservation partners, local community

For more information on Rainforest Rescue, visit <https://www.rainforestrescue.org.au>