



ROLE STATEMENT

THE POSITION:		FINANCE MANAGER
POSITION NUMBER/CLASSIFICATION:	6706 / VPS 5.2	
REPORTS TO:	Chief Financial Officer	
WORK UNIT:	Finance	
ORGANISATION:	National Gallery of Victoria	
LOCATION:	180 St Kilda Rd, Melbourne 3004	
DATE OF REVIEW	November 2016	
VISION	Creating an inspiring future: enriching our understanding of art and life.	
PRIMARY FOCUS OF THE POSITION:	This position is responsible for managing the Finance team and for providing support to the Chief Financial Officer to ensure the efficient operation of the Finance department.	
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Manage the Finance team by aligning the team with the organisational values and goals through effective people management and modelling. This includes clearly defining role expectations, monitoring performance, providing timely and constructive feedback and facilitating employee development. This also includes ensuring a safe and healthy environment. 2. Provide high level financial advice and support to the Chief Financial Officer, senior managers and Executive Management Team, as required. 3. Work closely with the Chief Financial Officer to ensure the efficient operation of the Finance department, provide assistance with high-level financial processes, including end of financial year processes and completion of the Financial Statements. 4. Work closely with the Chief Financial Officer to establish and maintain internal controls including the development and implementation of relevant policies, procedures and compliance regimes. Participate in external and internal audits and ensure the implementation of any audit recommendations. 5. Ensure the completion of all financial reconciliations, the daily cashflow position, the capital expenditure and corporate credit card accounting and reporting, the annual FBT return and monthly Business Activity Statement. 6. Manage the development of the budget and regular budget forecasts, the completion of monthly and period budget and finance reports for internal and external stakeholders. 7. Ensure that records are created and managed according to the Records Management policy and procedures. 	



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	<p>8. Participate in organisational initiatives and activities as required, including ensuring a safe and healthy environment for colleagues, visitors and stakeholders.</p>
<p>2. THE PERSON – KEY SELECTION CRITERIA</p>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> 1. Relevant tertiary qualifications and experience, and full membership of the Institute of Chartered Accountants in Australia, CPA Australia, or equivalent. 2. <u>People management</u>: maximises effectiveness by selecting, developing and managing a high performing team, ensures staff are actively deployed through effective workforce planning practices, builds team commitment by demonstrating personal conviction and motivates others to deliver against goals. 3. <u>Conceptual and analytical ability</u>: deals with concepts and complexity comfortably, is able to use numbers and numerical concepts to convey and obtain information, insights and ideas, uses analytical and conceptual skills to reason through problems and analyses issues from different perspectives and draws sound inferences from information available. 4. <u>Detail focus</u>: observes fine details, identifies gaps in information, with a focus on ensuring accuracy, looks for logical sequences of information and highlights practical considerations of plans and activities. 5. <u>Communication</u>: confidently conveys complex information in a clear and easy to comprehend way, clearly understands the target audience and the objectives of the communication and uses audience feedback to refine communication and ensure communications are understood. 6. <u>Relationship building and teamwork</u>: establishes and maintains relationships with people at all levels and forges useful partnerships with people across business areas, functions and organisations. Cooperates and works well with others in pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others. 7. <u>Drive, commitment and integrity</u>: enthusiastic and committed, accepts changed priorities without undue discomfort, remains calm and in control under pressure, committed to the public interest, operates in a manner that is consistent with the organisation’s code of conduct, is honest in conduct and takes responsibility for own actions.
<p>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</p>	<ul style="list-style-type: none"> • Demonstrated knowledge and understanding of the principles and practices of Equal Opportunity, Risk Management, Occupational Health and Safety, and ability to apply them to work practices.
<p>4. KEY RELATIONSHIPS</p>	<p>Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following:</p> <ul style="list-style-type: none"> • Executive Management Team (EMT). • Other senior staff. • Internal and external auditors.



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	<ul style="list-style-type: none">• Other professional advisors, consultants, regulatory bodies and workplace representatives, as required.• Other government agencies and departments, including Creative Victoria, Department of Economic Development, Jobs, Transport and Resources and Department of Treasury and Finance.
5. OTHER RELEVANT INFORMATION	<ul style="list-style-type: none">• HR Delegation – Level 6 (refer to current Schedule of HR Delegations).• The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment.• Hours of duty will be according to work unit requirements.• All employees of the National Gallery of Victoria are required to undergo security clearances performed by Australian Federal Police, and are required to undergo Human Resources and Risk, Safety, Security & Environment Inductions.• It is the employee’s responsibility to familiarise themselves with, understand and adhere to NGV’s Policies and Procedures as varied from time to time.• The NGV requires all employees to have an understanding of its Risk Management Framework.• Conditions of employment are pursuant to the NGV’s Enterprise Agreement.• All new appointments are subject to a three month probationary period which may be subject to review.
6. ABOUT THE ROLE STATEMENT	<p>As the National Gallery of Victoria evolves to meet the changing needs of the Victorian Public, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to represent the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent’s role as at the date of this statement. In addition to this document, the specifics of the incumbent’s role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant supervisor as part of the National Gallery of Victoria’s performance management process.</p>
7. EMPLOYEE ACCEPTANCE	Signature: _____ Name: _____ Date: _____
8. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____