



Alliance Française

Melbourne

POSITION DESCRIPTION

Position Title	Finance & Operations Manager
Unit / Branch	Support Services
Employment Status	Full Time
Position reports to	General Manager, The Alliance Française de Melbourne
Incumbent	Penny Matthews

THE ALLIANCE FRANÇAISE DE MELBOURNE

The Alliance Française de Melbourne is an independent, not-for-profit language and cultural organisation promoting Franco-Australian exchange since 1890. With an ambitious mission to spread the French language and culture well beyond the borders of France, it is one of the 819 Alliance Française existing in 137 countries all over the world.

Situated in St Kilda and in the CBD, the centre offers French courses for all ages and all levels, holds a variety of cultural and social events, also includes a library.

ROLE PURPOSE

The Finance & Operations Manager is responsible for the financial reporting of Alliance and is a member of the Board Finance sub-committee as well as the Board Building sub-committee.

The Manager is also responsible for the support services for AFM including administration, providers and contractor's management, building maintenance and cleaning, venue hire, human resource back office.

A member of the Leadership team, the Manager will work closely with other Managers to execute and monitor the performance, compliance with Australian and Victorian regulations and jurisdiction and governance requirements for AFM.

KEY RESPONSIBILITIES

- Maintain book-keeping as well as accounts, systems and bank reconciliations;
- Liaise and negotiate with creditors, debtors, bank, insurance brokers and contractors;
- Prepare and submit BAS, ATO reporting;
- Create and implement internal procedures regarding building maintenance, IT and business systems, quality assurance & reporting across all areas of AFM;
- Oversee procurement activity across all of AFM (St Kilda & CBD);
- Manage contracts with suppliers and partners, venue hire;
- Manage payroll, including all related administration such as leave records, tax and superannuation calculation and payment, payment summaries, Worksafe insurance;
- Prepare budget & financial monthly reporting for the General Manager and the Board,
- Advise on revenue generating and cost saving opportunities;
- Liaise with external auditors during the annual audit of the Financial Statements;
- Work collaboratively with the full team to provide an integrated approach to operations processes and planning;
- Other duties as directed.

QUALIFICATIONS AND EXPERIENCE

- Accounting degree;
- Experience in financial processes and management experience preferably in the not-for-profit sector, public or educational sector;
- Extensive experience in operational management;
- Experience in planning, organising information flow and processes with internal and external stakeholder;
- OH&S knowledge and experience;
- Knowledge of and experience with use of IT in supporting operational functions.

KEY SELECTION CRITERIA

- Knowledge of Australian and Victorian regulations and jurisdiction;
- A strong focus on fiscal governance;
- Computer literacy with MYOB, MS Office, S8;
- Experience in engaging with outside organisations (eg audit firm, leasing companies, subcontractors, etc) to deliver outsourced deliverables;
- Ability to synthesise information to support decision making by the GM or Board;
- Ability to meet deadlines, take initiative and work well under pressure;
- Highly developed organisational skills with attention to detail;
- Experience in teamwork and excellent interpersonal skills;
- Excellent written communication skills;
- Capacity to work autonomously;
- Understanding French would be very much appreciated.

IMPORTANT INFORMATION

QUALITY, SAFETY AND IMPROVEMENT

AFM Employees are required to:

- Act in accordance and comply with all relevant Safety and Quality policies and procedures
- Participate in and contribute to quality improvement programs and commit to AFM Values
- Confidentiality and work ethics

APPLY by 11 November 2019
Starting date 2nd December 2019

hr@afmelbourne.com.au

SALARY & BENEFITS

Salary dependent upon experience and qualifications

AFM supports equal opportunities and diversity on the workplace.