



POSITION DESCRIPTION

JOB TITLE:	General Manager of Finances
LOCATION:	Warrnambool, Victoria
TERM:	2 years
SALARY:	\$130,000 - \$140,000 per annum
REPORTS TO:	Chief Executive Officer

THE ORGANISATION

The Eastern Maar Aboriginal Corporation (EMAC) is a Registered Native Title Prescribed Body Corporate (RNTBC) established under the Native Title Act 1993 (Cth) and registered as a corporation under the Corporations (Aboriginal and Torres Strait Islanders) Act 2006 (CATSI Act).

EMAC was established in 2011 following a positive Native Title consent determination by the Federal Court. This determination granted rights over an area known as PART B, spanning from Deen Maar (Lady Julia Percy Island) in the south to Dunkeld in the north. It is shared with the Western Gunditjmara Native Title Holders, represented by the Gunditj Mirring Traditional Owners Aboriginal Corporation.

In March 2023, a second positive Native Title Determination expanded EMAC's jurisdiction, covering an extended area from Yambuk to Aireys Inlet in the southwest, reaching Middle Creek and Ararat in the north, and returning south to Dunkeld.

Eastern Maar peoples are those descendants, including by adoption, of the following persons:

- King of Port Fairy and Eliza; Old Jack (father of John Dawson); Charlie and Alice (parents of Albert Austin); Samuel Robinson and Mary Caramut; Lizzie (mother of Frank Clarke); Robert and Lucy (parents of Alice Dixon); Barney Minimalk; Nellie Whiturboin; Louisa (mother of William Rawlings) and Richard Sharp;

and who:

- either identify as being from the eastern domain of the Maar-speaking people and are recognised as being from the eastern domain by the Eastern Maar people;
- or otherwise identify as Maar, Gunditjmara, Tjap Wurrung, Peek Whurrung, Keeray Wooroong (Kirrae Whurrung), Kurn Kopan Noot, Yarro Waetch (Tooram Tribe), Djargurd Wurrung, Gulidjan and/or Gadubanud and are recognised as being from the eastern domain by the Eastern Maar people.

EMAC is a formally recognised Registered Aboriginal Party (RAP) responsible for protecting and managing cultural heritage. The RAP boundaries extend beyond the Native Title-recognised boundaries, including Winchelsea in the east and reaching the furthest point of Landsborough in the north.

As the representative body, EMAC advocates for the collective group, advancing their native title rights, protecting cultural heritage, providing policy advice, and leading key initiatives aligned with the rights, aspirations, and assertions of the EMAC community. They actively strive to enhance the cultural and economic capacity and independence of Eastern Maar citizens by pursuing and implementing their economic and social aspirations, notably through the Victorian Registered Aboriginal Party regime.



PURPOSE OF THIS POSITION

The General Manager of Finances is a newly established position that contributes to the long-term financial viability and fit for purpose operations of EMAC.

Reporting to the CEO, the position will be responsible for effectively managing all aspects of enhancing and maintaining a robust, accurate, and timely finance function of the corporation in accordance with laws, policies, Australian Accounting Standards, and EMAC's contract and funding terms, specifically including but not limited to:

- **Leadership**
- **Financial Planning and strategic financial Management**
- **Financial management system development and implementation**
- **Business partnering, operational team support and planning assistance**
- **Budget creation, maintenance and monitoring**
- **Enterprise-wide finance risk identification, evaluation, mitigation, and monitoring**
- **Accounts receivable and accounts payable**
- **Payroll**
- **Taxation, GST, and FBT**
- **Asset management**
- **Reports, returns, and grant acquittals**
- **Internal and external audits**

KEY ROLES AND RESPONSIBILITIES

FINANCIAL PLANNING AND STRATEGIC MANAGEMENT

- Provide trend analysis and make appropriate recommendations on organisational financial performance.
- Oversee, develop, and maintain financial policies and procedures.
- Identify opportunities for improvement and additional expertise required to ensure the company can achieve its strategic objectives.
- Manage the organisation's financial performance and support the Chief Executive Officer and managers in financial decision making.
- Assist with commercial partnerships, growing social enterprise businesses, and growing income via tourism and other prospects as needed.
- Provide statistical and management reports to meet organisational and statutory requirements including analysis, reporting of financial results, and supporting recommendations.

FINANCIAL MANAGEMENT SYSTEMS/DEVELOPMENT

- Maintain EMAC's current financial management functions and processes until a review, recommendation, and implementation of a new model is in place.
- Ongoing monitoring, evaluation, and implementation of EMAC financial functions, practices and processes for continued improvement and growth.
- Manage the implementation of effective accounting software required to meet the governance and management requirements of the organisation.
- Drive the adoption of new financial technologies and processes to improve efficiency, accuracy, and insight into financial data. Champion the integration of innovative solutions that enhance the financial operations of the Corporation.



ENTERPRISE-WIDE FINANCE RISK IDENTIFICATION, EVALUATION, MITIGATION, AND MONITORING

- Oversee financial compliance and risk management, ensuring the highest standards of integrity. Act as a role model in ethical practices and commitment to compliance.
- Assess and manage all types of financial risks, including those related to digital assets. Emphasise cybersecurity and data protection to maintain the security and integrity of EMAC's financial data.
- Develop tools and practices for effective risk management, utilising advanced technology for better risk forecasting and mitigation. Implement disaster recovery plans for EMAC's financial continuity.
- Integrate cutting-edge financial technologies securely into EMAC's systems. Establish and maintain data security protocols in line with current cybersecurity and data protection laws.

BUSINESS PARTNERING, TEAM SUPPORT AND PLANNING ASSISTANCE

- Oversee the financial literacy of EMAC Directors and employees and complete training in financial systems and processes as required.
- Assist with the preparation of grant applications by providing accurate financial information for applications or other submissions, and then effectively monitor funding expenditure, and adhere to compliance requirements for reporting and grant acquittals.
- Provide analytical support to capital expenditure proposals, ensuring the business assumptions are robust and identify opportunities to deliver the business outcomes more efficiently.
- Provide cost modeling and detailed analysis on request.

BUDGET CREATION, MAINTENANCE AND MONITORING

- Complete budgets for EMAC that would include:
 - Suggesting and executing improvements for the existing financial model.
 - Work with the units and subsidiaries in translating their business plan into a financial model that can be incorporated into the EMAC budget.
 - Lead the Budget iteration processes with the relevant business units while incorporating input from the different units.
 - Create financial forecasts for the organisation incorporating input from the different units.
 - Prepare presentation materials, distribute, and familiarise the final budget to the business units, CEO and Board.
 - Monitor EMAC's actual performance against the budget: analyse and highlight trends, investigate causes of unexpected variances, and liaise with Managers on budget expense tracking.
 - Prepare rolling financial statement forecasts/outlook for EMAC.
 - Prepare periodic reports and presentation materials on EMAC's financial performance for senior management and Board.

DAY TO DAY ACCOUNTING FUNCTIONS

- Oversee and manage accurate processing of all aspects of end to end payroll, accounts receivable and accounts payable.
- Lead in; maintaining an accurate and up-to-date accounting system; the preparation of monthly reconciliations; and reconciliation of General Ledger accounts and statements.
- Assist with the implementation of internal control procedures.
- Manage the delivery of taxation returns (i.e. - yearly FBT return, monthly BAS return) ensuring



they are properly prepared and submitted on a timely basis.

ASSETS

- Maintain an assets management system and manage all EMAC assets and resources effectively and efficiently ensuring all statutory reporting and legislative requirements are met and assets are appropriately protected.
- Ensure asset accounting responsibilities are performed including accounting related to long-term assets such as capitalisation, depreciation, gifted assets, and retire or replace decisions.

REPORTS, RETURNS AND GRANT ACQUITTALS

- Facilitate the timely production of audited financial reports and audited grant acquittals in line with the legislation and contractual requirements.
- Provide timely financial and program reports to EMAC funding bodies in line with EMAC's contractual obligations.
- Deliver timely, complete and accurate financial and management reporting in a concise, understandable format to the Board, CEO and General Managers

INTERNAL AND EXTERNAL AUDITS

- Coordinate and liaise with an Independent Auditor on behalf of the organisation, as well as coordinate the annual audit processes and support the preparation of the annual statutory accounts.
- Provide documents required by external auditors for the annual audit, in accordance with audit timelines.
- Provide comment on the Audit Management Letter.
- Assist in developing appropriate actions to address recommendations from audits.
- Prepare and submit annual returns.

STRATEGIC FINANCIAL LEADERSHIP

- Lead the development and execution of long-term financial strategies that align with the Corporation's overall strategic objectives.
- Spearhead major initiatives and ensure strategic goals are met through effective financial management.
- Serve as a role model in setting financial strategies that promote organisational growth and stability.

STAKEHOLDER ENGAGEMENT

- Act as the primary financial liaison with stakeholders, including investors, donors, regulatory bodies, and the board of directors.
- Ensure transparency in all financial dealings and build trust through consistent and open communication.
- Be a role model for integrity and transparency in all interactions with stakeholders.

TEAM DEVELOPMENT AND LEADERSHIP

- Cultivate a high-performing finance team by actively guiding, supporting, and leading staff, including the Senior Finance Officer.
- Implement regular team meetings to ensure clear communication of objectives, distribute tasks effectively among team members, and establish clear priorities.
- Foster a culture of professional development by encouraging ongoing learning and skill enhancement. Provide opportunities for staff to attend workshops, seminars, and training relevant to their roles.
- Promote continuous improvement through regular performance reviews and feedback sessions, helping team members set professional goals and work towards them effectively.



- Ensure team alignment with organisational goals by regularly reviewing and adjusting workflows and processes to optimise team performance and meet EMAC's strategic objectives.

GENERAL

- Maintain an up to date knowledge of finance and accounting matters in the Native Title corporation context and report to CEO and Board on matters relevant to EMAC governance, management, and operations.
- Be aware and adhere to The Privacy Act, OH & S Legislation and other relevant legislations.
- Be aware and adhere to EMAC Policy and Procedure manuals.
- Be aware and participate in staff performance reviews.
- Attend all mandatory training as required.
- Perform other duties as may be directed or implied from time to time.

KEY SELECTION CRITERIA

ESSENTIAL

- **Qualifications and Membership:** A tertiary degree in accounting or finance, complemented by senior-level experience and membership in a recognised professional body (e.g., ICAA, CPA Australia, or equivalent).
- **Strategic Financial Expertise:** Proven track record in financial management strategies within a complex, regulated environment, with at least 4 years in management accounting and project management. Demonstrated ability to adapt and remain flexible in fast-changing contexts.
- **Technical Proficiency:** Strong capabilities in finance management software (e.g., MYOB, QuickBooks) and Microsoft Office suite, underpinned by excellent analytical skills.
- **Communication and Collaboration:** Exceptional communication abilities, capable of engaging diverse stakeholders and working collaboratively across teams. Demonstrated experience in managing change effectively, consulting with stakeholders, and implementing new systems.
- **Operational and Strategic Acumen:** Experience in audit management, financial reporting, and decision-making with a keen eye for detail. Demonstrated leadership in navigating and leading organisational changes.

DESIRABLE

- Understand the regulatory framework in which EMAC operates.
- Experience in leading change, consulting project stakeholders, and implementing new systems.
- Experienced in reporting to the CEO and Board/Directors.
- Worked with Aboriginal community members or for an Aboriginal organisation/Corporation.

OTHER POSITION REQUIREMENTS

Offers of employment can only be made once all required probity checks have been completed. These include a reference check; a satisfactory national police history check within the last three months; proof of immunisation/vaccination status; and a current Victorian driver's licence.

A request to conduct probity checks does not guarantee that an offer of employment will be made.



WORKING FOR EASTERN MAAR ABORIGINAL CORPORATION

EMAC EMPLOYEE BENEFITS

- Hybrid working arrangements available.
- Paid Christmas break
- Employee Assistance Program
- Salary Packaging Benefits
- Mentoring, learning and career development opportunities.

EMAC WILL OFFER

- A friendly and supportive culture
- Opportunities for career progression
- Opportunity to experience various teams.

HOW TO APPLY

To apply please include in your application a CV/resume and cover letter that addresses why you are the best candidate for this position and how your background, experience and skills align with the Key Selection Criteria.

Please ensure your full name is on all attachments and email your application to Bansri Dave, bansri.dave@easternmaar.com.au

Closing date for applications: COB Thursday 9th May 2024

“We will begin conducting interviews as soon as applications for the position are received.”

If you have any queries about the role, please email bansri.dave@easternmaar.com.au

Appointment of the successful applicant will be made subject to a satisfactory national police history check.

Applications from Aboriginal and Torres Strait Islander people are encouraged, but this is not a designated/identified Aboriginal and Torres Strait Islander appointment.