



Position Description

Position: Senior Finance Officer

FTE: 0.5 to 0.8 depending on skills and experience

Position location: Armidale, NSW Australia

Reports to: Chief Executive Officer (CEO)

Direct reports

- AWA Finance Officer

Secretary to

- Board Sub-committees:
 - Audit and Finance Committee

Job Summary

The SFO has primary responsibilities for the planning, implementation, managing and running of all the finance activities of the Association and supports the CEO to achieving its strategic goals.

Broadly, the SFO:

- Proves strategic recommendations to the CEO, Staff and Board in a financial context
- Provides financial, accounting and management support to the CEO including AWA's USA subsidiary, the International Wagyu Corporation, based in Texas USA
- Provides key commercial support in assessing projects, monitoring project performance, budgeting and forecasting for activities in Australia and the USA
- Develops and maintains a robust financial management framework including all financial management policies and procedures
- Undertakes all financial, regulatory and statutory reporting in accordance with scheduled timetables and working closely with other stakeholders
- Undertakes all financial forecasting, budgets, management and financial reporting
- Provides leadership, direction, management and mentoring to finance staff
- Establishes and develops relations with senior management and external partners and stakeholders
- Undertakes accounts payable, collections, receivables and approvals in accordance with AWA delegations
- Monitors the integrity and accuracy of the financial data and resolving data integrity issues



- Undertakes company secretarial duties for the Audit and Finance Committee
- Encourages and delivers excellent service to both internal and external stakeholders

Finance at AWA operates within a team environment with Finance staff working alongside our Member Services Team to undertake transactions and review of accounts in line with business needs.

The Person

The successful applicant will possess:

1. Degree qualifications in accounting, business, commerce or a related field and be a full member of Chartered Accountants Australia & New Zealand (Chartered Accountant) or Certified Practising Accountants Australia (CPA).
2. Be an exceptional leader in strategic financial management and possesses high levels of expertise and leadership demonstrated by a minimum of 5 years' experience in a similar role.
3. A demonstrated ability to apply problem solving and analytical skills to investigate and ensure the resolution of any issues within the parameters of policy frameworks is a requirement for this position.

Remuneration

The remuneration package will be set at a level commensurate with the skills and expertise of the incumbent, plus compulsory employer superannuation contributions.

Background

The Australian Wagyu Association (AWA) is rapidly developing its use of advanced genetic and genomic technologies to increase the rate of genetic gain in the Wagyu breed outside of Japan. Its primary objective is to deliver world leading innovation and development for the Wagyu industry, with our purpose being "for our members, for the industry". Our work is critically dependent on provision of accurate timely services, which revolves around value adding to complex DNA technologies and analysis of large data sets. Accurate and timely financial management is vital to the business along with increasing the efficiency and effectiveness of AWA administration and account management.

The organisation has expanded its business growth significantly and now operates offices within Australia (Armidale) to service 800 Australian members, along with an office in Texas USA (Fort Worth) to service almost 600 international Wagyu breeders across 40 countries.

Employment Arrangements

The person appointed to this position will be employed within the Australian Wagyu Association in Armidale, NSW, Australia.



Role Statement

Under the broad direction of the Chief Executive Officer, the Senior Financial Officer will:

Strong Relationships and Support

1. Develop and maintain a strong working relationship with the CEO, all staff and a service relationship with the Board to ensure effective delivery of the duties of this role.
2. Provide high level, and, at times, complex advice and services on a wide range of financial matters, including business and operational planning, workforce planning, financial activities, insurances and contractual matters.

Project Management

3. Participate in tendering / grant application processes ensuring evaluation of financial considerations.
4. Conduct project and tender reviews (budget/actual) and forecasts.
5. Prepare financial reports to external funding bodies in consultation with project chief investigators to ensure that all contractual requirements are met, investigating and resolving issues.

Financial Management & Reporting

6. Undertake budget preparation and forecasting and expenditure monitoring, ensuring compliance with the AWA's policies, procedures and current legislation.
7. Coordinate the timely preparation and distribution of other periodic and ad hoc financial reports, ensuring that financial information produced is accurate, undertaking thorough investigative action when needed and presenting data with insightful recommendations and/or solutions.
8. Ensure completion of compliance reporting to annual financial timetables, working closely the external auditor and external reviewers where required on projects.

Robust Financial Systems, Delegations & Financial Integrity

9. Develop and maintain a robust financial management framework to ensure financial reporting enables users to make informed decisions.
10. Continually monitor the financial performance of the organisations.
11. Undertake approvals in accordance with the AWA's delegations policy and coordinate financial processing, monitoring the integrity and accuracy of the financial data and resolving data integrity issues.
12. Consider revenue raising and expenditure savings measures appropriate to the association, undertaking those within the remit of delegated authority from the CEO or together with the CEO.

Corporate Services

13. Provide corporate secretarial services to the Audit & Finance Committee including preparation of agendas, minute taking and preparing minutes.



14. Assist the CEO with preparation of minutes and ASIC forms to notify changes to the association or directors within notification timeframes (generally 30 days of the change occurring).
15. Review insurance policies on a regular basis with the CEO to ensure they remain appropriate to the activities of the association. Liaise with insurance brokers on areas to be addressed, policy renewals and new policies as may be required from time to time.
16. Liaise with the AWA bank manager to provide instruction on term deposit renewals and changes within the context of the cash requirements of the association and financial management policies.
17. Review AWA contracts with the CEO to ensure an appropriate level of understanding of these, providing advice to the CEO from a financial, risk and operational context. Maintain Contracts Register and advise the CEO as required.
18. Register assets of the association on the Personal Property Security Register (PPSR), maintaining and updating this register as required from time to time.
19. Maintain the associations Risk Register and work with the CEO and Board to evaluate and update risks identified.

Human Resources

20. Assist the CEO in workforce planning and role design.
21. Manage Human Resources documentation and staff files ensuring adequate documentation is maintained of payroll activities.
22. Process payroll, ensuring compliance with employment contracts and award conditions.
23. Manage HR compliance obligations including reporting for and remittance of Wages, PAYG, Superannuation, Payroll Tax and Workers Compensation details.

Strategic and Operational Planning

24. Contribute to corporate strategy and the development of operational plans to achieve strategic goals

Management and Mentoring

25. Facilitate a professional service focussed team culture.
26. Manage the workload of finance staff and delegate duties and responsibilities.
27. Provide professional development opportunities to finance staff.
28. Provide mentoring to finance staff.

Support Growth

29. Contribute and support a culture of innovation, recommend new initiatives and provide financial input and guidance in the evaluation of new activities.
30. Demonstrate a commitment to continuous improvement and best practice in financial management and financial service delivery.



Selection Criteria

You will be a leader with the following depth of experience and range of capabilities:

Essential:

1. Degree in Commerce/Accounting with demonstrated experience in financial operations in a complex organisation. Experience in the administration of R&D project funds will be highly regarded, as will progress towards CPA membership.
2. Sound knowledge of and demonstrated experience with contemporary financial management practices with the ability to interpret and apply policies, procedures and legislative requirements.
3. Sound financial management to establish, monitor and report on financial targets in both short and longer term operating periods.
4. Demonstrated ability to establish corporate governance structures, policies and procedures to retain corporate knowledge and maintain operational performance.
5. Ability to work harmoniously with the AWA Staff, CEO and at times the AWA Board and its Sub-committees.
6. Experience in running and management of Payroll systems, leave and entitlements management.
7. Demonstrated analytical and problem-solving skills and a high degree of attention to detail, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions.
8. Proven organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
9. Demonstrated high level communication skills with experience producing various financial reports and an ability to consult and liaise effectively with stakeholders in a culturally diverse environment.
10. Highly developed computer skills, including proficiency using the MsOffice suite and accounting software together with experience with online data management systems including CRM systems.
11. Excellent written, oral and computer digital communications skills.

Highly desirable:

1. Appropriate business management qualifications.
2. Knowledge of Corporations Law.
3. Passion for the rural sector.



For further information or to apply:

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