



Position Description

Title:	Finance/Administration Manager 2.
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Location:	EDFL Head Office - 78A Napier Street, Essendon
Reports to:	CEO
Classification:	Part time (0.6) New Role
Date Prepared:	March 2023

Overview of Role	<p>The Finance Manager is a member of the leadership team and is responsible for the smooth and effective functioning of the support areas to the EDFL including Finance Administration, HR, IT, Office Management, and on-field merchandising orders.</p> <p>The role is responsible for the implementation of processes and procedures so services are delivered effectively and in a cost-conscious manner. Additionally, the role manages budgets and delivers reports to the CEO and the Board and ensures that the EDFL is compliant with government laws and regulations.</p> <p>The role oversees all EDFL events and functions.</p>
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Experience, Qualifications and Key Personal Attributes	Required
	<ul style="list-style-type: none"> • Office/business management qualification and/or appropriate experience • Accounting and associated financial bookkeeping/management qualification or/and demonstrated appropriate experience. • Drivers Licence • Working with Children's check • Demonstrated experience working with accounting software e.g. Quickbooks Reckon, MYOB
	Desired
	<ul style="list-style-type: none"> • Experience working in the sports industry • Experience working with volunteers.
	Personal Attributes
	<ul style="list-style-type: none"> • Excellent verbal and written communication and public relations skills. • Computer literacy to a high level • Passionate about sport • Demonstrates initiative and proactivity. • Self-motivated • Team player • Attention to detail • Ability and willingness to work long and flexible hours • Problem solver

Key Accountabilities	<p>1. Finance</p> <ul style="list-style-type: none"> • Provide support/backup for shared role responsibilities. • Manage Term deposits for maximum benefit. • Prepare P/L and budget reports for Board of Management meetings and other meetings as required. • Attend to all End of Financial Year and ATO requirements. • Liaise with auditors to adhere to all auditor requirements. • Provide assistance to the Umpires Department with management of workcover claims. • Compilation of organisation and department budgets.
	<p>2. Administration</p> <ul style="list-style-type: none"> • Prepare/distribute monthly Board papers. • Attend meetings and take minutes, (Monthly Board, Finance, League Delegates, AGM and any other as requested). • Some after hours are required particularly with meetings. • Support EDFL management and depts as needed.

	<p>3. Office Management</p> <ul style="list-style-type: none"> • Develop and implement office communication and systems procedure. • Maintain security register re keys / cards etc. • Oversee and manage the use of the EDFL car including car maintenance. • Review, develop, document, and monitor EDFL head office policies and procedures. • Manage all office resources required such as stationery, phones, office equipment, kitchen supplies and computers. • Co-ordinate IT systems and their ongoing review and development to meet EDFL needs. • Co-ordinate the meeting room booking system.
	<p>4. Event and Function Coordination</p> <ul style="list-style-type: none"> • Coordinate official EDFL functions including: • Junior Presentation Night, Grand Final Functions. • Other Functions as required. • Coordinate function rooms, guest speakers, menus, and other function requirements. • Provide support to Football Operations with EDFL finals and interleague matches.
	<p>5. Service Awards & Life Membership</p> <ul style="list-style-type: none"> • Monitor and manage with clubs Service Awards and applications for EDFL Life Membership. • Arrange presentations, medallions, and certificates. • Update online application process annually. • Update honour boards as needed.

Key Relationships and Communications	Reports to:
	<ul style="list-style-type: none"> • C.E.O.
	Direct reports:
	<ul style="list-style-type: none"> • NA
	External Communications

	<ul style="list-style-type: none">• EDFL apparel partners for orders and accounts• Other Football Leagues and bodies regarding best practice for financial reporting, functions, events and merchandising process and partners• AFL Victoria regarding the implementation of AFL Victoria policies as handed down from time to time• ATO regarding taxation requirements• Auditors for half yearly and end of year audit
	Internal Communications
	<ul style="list-style-type: none">• EDFL Umpires Department regarding remuneration• EDFL staff regarding office policy and procedure of office protocols• EDFL Board re financial reports and policy implementation and amendments