



**POSITION TITLE:** FINANCE MANAGER

**LOCATION:** HRA Head Office  
Flemington (Melbourne), Victoria, Australia.

**POSITION PURPOSE:**

Reporting to the Chief Executive (CE), the Finance Manager is responsible for Harness Racing Australia's (HRA) financial management and reporting, and risk management and National insurance programs. In addition, the Finance Manager is responsible for human resource functions, managing a team of four administration staff, information technology and office operations.

The Finance Manager will contribute significantly to HRA's strategic business planning and be responsible for monitoring HRA's performance versus the strategic plan, making recommendations to improve performance. The successful applicant, depending on skills and experience, may lead HRA's strategic business planning.

**FUNCTIONAL AREAS:**

The Finance Manager is responsible for the following functional areas and activities of HRA:

- ◆ Financial management
- ◆ Financial reporting
- ◆ Strategic performance monitoring
- ◆ Risk management
- ◆ National insurance program
- ◆ Human Resources
- ◆ Payroll
- ◆ Information Technology
- ◆ General administration & office operations

### **SPECIFIC RESPONSIBILITIES:**

- ◆ Preparation and provision of accurate and timely financial management reports, financial statements, business analysis, financial risk management, taxation compliance, cash flow management, payroll
- ◆ Preparation of Annual Report
- ◆ Public Officer duties, including compliance with statutory reporting requirements
- ◆ Strategic performance monitoring and recommendations for improved performance
- ◆ Risk management program development, implementation and reporting, ensuring risks are effectively identified and managed
- ◆ National industry insurance co-ordination, ensuring the Australian harness racing industry's interests are well insured
- ◆ Human resources management, incorporating delivery of all necessary functions of HR
- ◆ Effective deployment of administrative resources and negotiation of service agreements
- ◆ Management of an effective team office culture
- ◆ Development and continuous improvement of internal systems
- ◆ Review and managements of office contracts and hardware
- ◆ Information technology management ensuring HRA has the necessary IT systems and capabilities to carry out its activities
- ◆ Assets register management

### **OTHER:**

- ◆ Assist with operational and compliance projects as required
- ◆ Provide appropriate managerial support to the CE
- ◆ Perform all other reasonable tasks as requested

### **PROFESSIONAL & PERSONAL ATTRIBUTES:**

To be successful in this role, the Finance Manager will need to possess:

- ◆ Excellent written and oral communication skills
- ◆ Excellent interpersonal skills
- ◆ Proven leadership and visionary skills, including developing others

- ◆ Ability to multi-task and prioritise effectively in an environment often characterised by pressure and short timeframes
- ◆ Strong people management, relationship building and conflict resolution skills
- ◆ Strong commercial and strategic acumen
- ◆ Proven financial management skills
- ◆ A demonstrated ability to work unsupervised
- ◆ A strong work ethic and a high level of integrity
- ◆ A will to learn and grow professionally and personally

High energy, resilience, tenacity and ethics contribute to success in this highly sought after role.

**ORGANISATIONAL RELATIONSHIPS:**

- ◆ Reports to the Chief Executive
- ◆ HRA Members, being the thirteen State Controlling Body's and Clubs

**DEADLINES:**

- ◆ Executive Reports
- ◆ Annual General Meeting
- ◆ General Meetings of Members
- ◆ Insurance co-ordinators conferences

**TECHNICAL REQUIREMENTS:**

- ◆ Appropriate tertiary qualifications
- ◆ 3-years senior management experience (minimum)
- ◆ Certified Practicing Accountant (CPA)
- ◆ High level computer skills with excellent Microsoft Excel knowledge

**EXTERNAL RELATIONSHIPS:**

- ◆ HRA service providers (eg. Information Technology, insurance broker)

**SPECIAL CIRCUMSTANCES:**

An expectation to travel, work out-of-hours and attend harness race meetings when required.

**OTHER REQUIREMENTS:**

Satisfactory completion of background screening checks.

*It is not intended that this position description limit the scope of this position in any way, but to provide an overview of this role. You may at times be required to undertake other tasks and work in other areas as directed by the Chief Executive.*