



Position description

Title:	Finance Manager
Branch/Department:	Business Services - Finance
Status:	Full Time
Location:	Emerald
Reports to:	Group Manager Business Services
Direct Reports:	Statutory and Financial Reporting Officer, Accounts Officers
Hours/Days of Work:	9.00am to 5.00pm Monday to Friday – weekends by arrangement
Travel:	Puffing Billy Railway (PBR) sites and some local travel required
Requirements:	<p>Current Victorian Working with Children Check (WWCC)</p> <p>Resolved National Criminal History Check and regular updates as per policy</p> <p>Completed a National Transport Commission Category 3 Health Assessment Medical</p> <p>Professional accounting designation (CA, CMA or CPA)</p>

Job Purpose

The position of the Finance Manager is to take on a leadership role in financial reporting and analysis that affects Emerald Tourist Railway Board (ETRB) trading as Puffing Billy Railway (PBR), provide strategic financial input to senior management. Working with the Group Manager Business Services, this role oversees the overall accounting process, ensures legal financial compliance and plays a key role in developing and implementing financial procedures to improve and maintain the financial health of the organisation.

Position Dimensions

- CEO and Senior Management budget support services \$17m recurrent turnover and between \$5m and \$16.5m capital (subject to gaining of funding)
- Employees Directly Supervised = 5 employees and contractors as required
- Independent expenditure approval up to \$90,000.00 (Delegations of authority)

Key Duties & Responsibilities

- Execute the financial strategy of the Railway
- Preparation of ETRB financial accounts to meet regulatory and compliance requirements
- Preparation of Board, Sub-Committee, Management and inter-agency reporting and submissions as required
- Manage financial controls, accounting standards and procedures
- Work with Branch Managers to analyse costs, pricing, revenue and actual performance against business plans
- Responsible for participating in audits both internal and external
- Develop trend and projections for the Railway's finances for the benefit of PBR operations
- Ensure full transparency over financial performance and processes
- Conduct financial reviews with Managers to determine opportunities on how to increase revenue, reduce costs and enhance procedures with the view increase productivity while maintain accountability



- Support the Group Manager Business Services with the preparation of monthly and annual financial plans and the Annual Report
- Support Senior Management in structured departmental budget development, reviews and supply of management reporting to assist managers to make informed decisions
- Maintain speed and accuracy of billing and client payments via the approved accounting software
- Coordinate and produce all tax documentation as required
- Co-ordinate the year end and annual report process
- Direct and organise the work of the Finance team, providing support, direction in line with the strategic aims of the organisation, mentoring, performance management and training to enhance outcomes
- Provide financial input for grant applications, as well as provision and management of the financial components once received.
- Actively participate in Corporate programs such as, but not limited to the Finance Risk and Audit Committee, strategy and business plan development and implementation, and special projects

General Duties

- May have direct contact with children and will be required to follow all appropriate policies
- Maintain a Child Safe environment including reporting responsibilities and procedures
- Will actively participate in continuous improvement programs
- Maintain behaviours in line with company values and demonstrate leadership in behaviours to your team at all times.
- Adhere to all company values, principles, policies and procedures
- Other tasks and duties as requested – this may require alternate days of work and supporting key PBR operations tasks.

Key challenges and problem solving

- Meeting expected regulatory standards as per the financial health of the organisation
- Ensure adherence to changes in legislation
- Accurately reflecting budget projects in a volatile tourism market (impact of COVID-19)
- Providing operational branches with information to support sound decision making

Key Competencies

- Results-oriented and operationally aware financial accounts manager
- Maintain strategic thinking and planning for future work requirements.
- Advanced computer skills, including proficiency in MS Office and Microsoft Dynamics SL financial reporting software
- Exceptional verbal and written communication skills
- Enthusiasm, energetic and passionate advocate for accounting standards and compliance
- Exceptional organisational skills
- Strong leadership skills and the ability to work cooperatively and respectfully with others from various backgrounds and cultures
- Flexible and adaptable with ability to problem solve and multi-task
- Ability to work un-supervised and under pressure
- Ability to work as a team & to lead by example
- Focus on service excellence, exceeding internal and external customer expectations

Qualifications & Experience Required

- Bachelor's Degree in Accounting, Finance or related field
- Professional accounting designation (CA, CMA or CPA)
- 5+ years' experience in a senior financial managerial position



- Previous experience working in government, not-for-profit, tourism sectors looked upon favourably
- Experience working with NetSuite or financial accounting softwares is advantageous. Awareness of multi-software systems integration

Key Relationships

- PBR staff, volunteers and visitors
- Board and sub-committees
- External stakeholders including elected officers and senior management in public and private organisations

Health & Safety

Managers have responsibilities on behalf of the organisation but must also comply with their requirements as employees. It is their responsibility to:

- Ensure adherence to OHS policies and procedures.
- Consult with employees and H&S representatives (where they are elected) on OHS issues.
- Ensure that employees are equipped with the information, instruction, training and supervision that they need to work safely.
- Identify, assess if necessary and control hazards within their area of responsibility.
- Encourage early reporting of incidents and forward information to RTW Coordinators immediately
- Assist with initiating an early return to work on suitable duties after a workplace injury
- Access sources of OHS information and systematically disseminate information to all employees.
- Ensure that employees including volunteers and contractors are aware of, and abide by, all relevant health and safety procedures particularly those relating to the operation of plant and equipment.
- Develop safe work procedures as required and ensure adherence to procedures.
- Provide PPE as required and ensure employees are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained
- Maintain relevant knowledge of OHS issues.
- Act as a role model by demonstrating safe work behaviours.

The following health and safety factors are relevant to this position

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> • Manual handling task (0 – 9kg) • Gripping, holding, clasping with fingers/hands 	<ul style="list-style-type: none"> • Hand/arm movement i.e. stacking, reaching, typing and sorting • Walking on uneven surfaces • Sitting at workstation • Responsibility for the safety of others

Additional Notes

- Some weekends and public holiday work will be required on rostered basis
- As Puffing Billy Railway’s peak time is during the Victorian school holiday period, taking leave during school holidays is limited
- Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign an acknowledgement of our Child Safety and Wellbeing Policy, Reporting Procedures and Child Safety and Wellbeing Code of Conduct.
- PBR is a zero drug and alcohol workplace – workplace participants maybe subject to unannounced drug and alcohol testing



Acknowledgment

I have read and understood the above position description and I agree to undertake the duties outlined. I declare that I have no health, medical or other restrictions that would affect my ability or capacity to undertake these duties in a safe manner.

Employee
 Name: _____
 Employee
 Signature: _____

Date: _____

Approved By:	Peter Abbott	Date:	February 2022
Last Updated By:	Elizabeth Oxworth	Date:	February 2022



Puffing Billy Railway’s staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

Our Children, Our Focus, Our Future, Speak Up!