

# POSITION DESCRIPTION



Finance  
Manager

Permanent Full Time

## Overview of Role

The Finance Manager will oversee the distribution of the financial resources of the Royal Geelong Yacht Club, and is responsible for the budget planning, and supports the executive management team by offering insights and financial advice that will allow them to make the best business decisions for the organisation.

## Introduction:

The Royal Geelong Yacht Club (RGYC) conducts many Club based sailing and boating activities, provides a varied learn to sail program, operates a food and beverage service and hosts a number of Major Events, including the annual Festival of Sails, the biennial Wooden Boat Festival of Geelong, as well as numerous state, national and world regatta championships.

The RGYC is leading the Geelong Waterfront Safe Harbour Precinct project that will deliver the redevelopment of a key section of Geelong Waterfront, including wave attenuation for a safe harbour, the current Royal Geelong Yacht Club (RGYC), marina and on-water commercial precinct and the Victorian Sailing School (VSS)/Off The Beach (OTB) maritime education complex.

**Reporting to:** General Manager.

**Reporting Staff:** Accounts Assistant.

**Hours of Work:** Normal working hours based on 38hr week Mon – Fri 8.30am to 5pm

## Skills and Qualifications

Accounting degree

At least five years' experience in a senior financial account role, community club sector desirable.

A high level of proficiency in computer system applications including integrated financial systems, databases, spreadsheets and personal application software;

Knowledge of applicable Acts, Regulations and Australian Accounting Standards;

## Key Responsibilities

- Collecting, interpreting and reviewing financial information
- Predicting future financial trends
- Reporting to management and stakeholders, and providing advice how the organisation and future business decisions might be impacted
- Producing financial reports related to budgets, account payables, account receivables, expenses etc.
- Developing long-term business plans based on these reports
- Reviewing, monitoring and managing budgets
- Developing strategies that work to minimise financial risk

## Key Selection Criteria

- Demonstrated experience in constructing & analysing complex accounts across multiple accounting platforms
- An analytical mind matched with the capacity to undertake a “hands-on” role
- Negotiation skills and the ability to develop strong working relationships
- Commercial and business awareness
- Good communication skills – both written and verbal
- A keen eye for detail and desire to probe further into data
- Ability to stick to time constraints

## Our Club Values

- **UNITY**  
Members will be unified by decision-making based on consensus and through open and regular communication.
- **RESPECT**  
All members will listen to and acknowledge feedback, and treat each other as equal. We will all conduct ourselves by agreed standards, and be positive in our thoughts and actions.
- **ACCOUNTABILITY**  
Members and staff will be responsible for their actions by following clear procedures, goals and guidelines.
- **PROGRESSIVE**  
We will pursue an innovative and transformational path, ensuring that our decisions are informed and balanced.
- **OPEN**  
We will be transparent in our decisions and communication to and amongst members. We embrace community involvement with the Club.
- **MARITIME SPIRIT**  
Maritime Spirit We will respect and celebrate our traditions, yachting history and the maritime spirit and leave a legacy for future generations.

