

Employment Opportunity - Finance and Administration Manager

Primary Purpose

Mildura Airport seek a suitably qualified and experienced Finance and Administration Manager with 5+ years' experience in the finance/business sector. The Finance & Administration Manager will be responsible for maintaining Mildura Airports financial integrity, preparing all financial reports efficiently and in accordance with generally accepted accounting principles, government regulations and Mildura Airport policies.

The provision of expert financial advice to senior managers is a key responsibility on matters including cost and pricing structures, business and financial operating structures, funding models, cost saving strategies, as is development of strategic financial planning and savings initiatives and strategies.

Specific responsibilities include but are not limited to:

- Manage the accounting, finance and administration components of the airport
- Ensure compliance with relevant taxation legislation
- Advise Chief Executive & Board on legal accounting standards, acts and regulations ensuring compliance
- Assist with strategic management planning
- Coordinate & develop finance and administration efficiencies and performance improvements
- Ensure consistency with Mildura Airports standard operating procedures, policies and accounting principles
- Manage the Finance and Administration team to achieve optimal performance, including the management of workloads and resourcing, performance management, constructive feedback and facilitation of ongoing professional and technical development
- Develop procedures for monitoring and analyzing project budgets, which allow accurate projection of expenditures and comparisons of actual and budgeted spending.
- Coordinate and oversee project tendering and procurement activities
- Review and approve all vouchers (purchase orders) prepared by management (disbursement, receipt and general journal) for expenditures and ensures that expenses are reasonable, allowable and allocable to the business
- Oversee payroll procedures and monitor departmental resource budgets
- Develop and implement office administrative, personnel systems and resource planning support
- Maintain financial files and support annual audits
- Produce budget projections and reports for submission to the Chief Executive and the Board
- As a senior member of the leadership team, contribute to a positive, collaborative, innovative culture, including providing senior level input to strategic and business planning
- Ensure the Board, Chief Executive and senior managers are fully informed of the airports financial performance. Develop and maintain systems to provide up to date and accurate financial information, including trust and grant accounts
- Lead and participate in financial and business reviews to improve and strengthen internal controls around business processes
- Manage the development and delivery of the administrative function, including records, reception and the central administration team to provide effective and efficient services
- Manage the annual budgeting, forecasting and audit processes, ensuring the successful implementation of audit recommendations
- Fulfill the role of Company Secretary

Work experience and essential requirements

- A minimum of 5 years' progressive financial management
- Relevant tertiary and professional qualification and a proven record in accounting and experience in a commercial environment and/or the government sector
- Substantial knowledge of and demonstrated experience in management reporting, financial modeling, financial management and accounting principles and practices