

# Position Description

## Finance Manager

### Our Vision

Northern Inland Credit Union (NICU) is committed to helping its Members find smarter ways to manage their money by offering smart financial solutions and building strong, enduring relationships. This shapes products and service delivery and drives the core strategic objective to achieve Main Financial Institution status with Members. By encouraging new Member growth, increasing the value of existing Members and exceeding Member expectations through personalised service and innovative technology, NICU is committed to being the premier local alternative to the big banks in north western NSW. NICU seeks team members who are committed to operating in a Member-centric environment.

### Job Purpose

The Finance Manager is responsible for managing the financial activities of Northern Inland. As Finance Manager, your primary focus will be on maintaining accurate financial and administration records, preparing financial reports, and ensuring compliance with relevant accounting standards and regulations. Your role requires you to assist the Chief Financial Officer (CFO) and other senior staff as required, with data and analysis for operational activities and projects.

### Required Smart Values

The Finance Manager delivers a superior level of service to colleagues, Members and stakeholders via: **\*Smart Solutions \* Motivation \* Achievement \* Relationships \* Team**. Refer to the Employee Handbook on the intranet.

### Responsibilities

The Finance Manager performs tasks and carries out duties in accordance with documented policies and procedures and refers to the CFO where assistance or discretion is required. As Finance Manager, your responsibilities include:

#### Financial Record-Keeping

- Maintaining accurate and up-to-date financial records by recording and verifying transactions, and reconciling entries to general ledger accounts
- Supporting month-end and year-end financial close processes
- Managing the fixed asset register
- Assisting with Treasury functions.

#### Accounts Payable and Receivable

- Processing supplier invoices, employee reimbursements, and expense claims
- Monitoring and following up on outstanding customer invoices
- Preparing and issuing invoices.

#### Payroll

- Managing the payroll function, ensuring compliance with relevant regulations
- Acting as liaison for other staff in relation to payroll-related queries
- Completing monthly superannuation and payroll tax requirements.

#### Financial Reporting

- Preparing financial statements and financial ratios
- Managing all accounting functions and requirements for Northern Inland's subsidiaries
- Assisting with the preparation and submission of the Annual Report.

#### Budgeting and forecasting

- Assisting in the development and monitoring of budgets and forecasts
- Collaborating with other departments to gather relevant information and providing financial insights for decision-making purposes.

#### Compliance and Auditing

- Ensuring compliance with relevant accounting standards, APRA prudential standards and NICU policies
- Liaising with auditors, government departments and third parties
- Completing ad-hoc reporting requirements from internal and external stakeholders.

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### Regulatory Reporting

- Completing and submitting regulatory returns
- Preparing applicable taxation returns
- Monitoring updates to laws and standards to ensure compliance with regulatory reporting
- Demonstrating an ability to translate legislative and regulatory requirements into business practices and processes.

### Financial Systems and Support

- Utilising financial software systems and tools effectively, ensuring data integrity and accuracy
- Providing training and support to staff on financial software usage as needed
- Developing and maintaining finance policies and procedures
- Participating in testing, training and product development as required to maintain a comprehensive knowledge of all Northern Inland products and services
- Participating and assisting in projects, including the review of documented materials.

Refer to the matrix of operational policies and procedures for specific functions, activities and tasks.

### Risk Management

Ensures controls are applied in accordance with Board and operational policies and procedures, particularly with regard to material risks, as identified in the Risk Register within the Board-authorised Risk Management Strategy, for which the Finance department has a detection, monitoring, escalating or risk ownership aspect.

### Position Parameters

- Performs tasks and service requirements with due diligence within the guidelines as set by management
- Actively supports the managerial control and operations of Northern Inland
- Operates in accordance with policies, procedures and deadlines
- Undertakes required training, including external studies/courses to maintain up-to-date skills and knowledge
- Participates in projects and continual improvement and risk management processes
- Provides supportive and meaningful guidance to staff as required
- Other responsibilities and duties within their skills, qualifications and experience.

### Performance Review

Regular reviews against Northern Inland's objectives and values and position's objectives and competencies set by management.

### Employment Conditions

|               |   |
|---------------|---|
| Appointed by  | CEO   |
| Reports to    | CFO   |
| Hours of work | Fulltime: M/W/Th/Fri 8.30am - 5.00pm, Tues 8.15am - 5.00pm, with reasonable additional hours as required and with reasonable notice.  |
| Location      | NICU Head Office Tamworth, with reasonable travel to other sites for work related purposes.   |
| Remuneration  | Minimum Level 6, Banking Finance and Insurance Award (the Award) and superannuation guarantee.  |
| Leave         | In accordance with the Award. Fulltime: 4 NICU Personal Leave Days per calendar year, accruing one per quarter; not cumulative. 1 Personal Leave Day in lieu of Bank Holiday per calendar year; not cumulative. |

### Inherent and desirable criteria

|           |  |
|-----------|--|
| Essential | <b>Fit &amp; proper:</b> Clear APRA, ASIC and criminal history checks  |
|           | <b>General:</b> Presence on site during business hours. Ability to carry up to 5kg over short distances using manual handling aids.                          |
|           | <b>Qualifications &amp; Experience:</b> Tertiary qualifications in Accounting, Finance, or a related field. Prior experience in a financial accounting role. |
|           | <b>Skills:</b> <ul style="list-style-type: none"><li>• Strong knowledge of accounting standards and regulations</li></ul>                                    |

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|           |   |
|-----------|---|
|           | <ul style="list-style-type: none"> <li>• Proficiency in financial software and tools, such as spreadsheet applications, payroll and accounting software</li> <li>• Excellent analytical skills and attention to detail, with the ability to interpret and analyse financial data</li> <li>• Strong problem-solving abilities and the capacity to work independently as well as collaboratively</li> <li>• Exceptional communication skills, both written and verbal, to effectively interact with stakeholders at all levels</li> <li>• Strong organisational and time management skills, with the ability to prioritise tasks and meet deadlines</li> <li>• Demonstrated integrity and ethical behaviour in handling sensitive financial information.</li> </ul> |
|           | <b>Attributes:</b> Professional appearance. Attention to detail. Positive work ethic and demonstrated experience in interacting with team members to achieve strategic objectives. Commitment to completing training requirements.  |
| Desirable | Prior experience working in a financial institution.  |

Effective: 3 September 2025

I have read this Position Description. I agree to comply with its provisions. I am of good fame and character. I am a fit and proper person to carry out my obligations in an honest and fair manner. I am not an undischarged bankrupt. I undertake to advise NICU of any matters which may lead to a conflict of interest arising from my continued appointment. I acknowledge my continued appointment is subject to fit and proper checks, verification of my qualifications, and independent reference checks.

Name: ..... Signature: ..... Date: .....