



Environmental Defenders Office

Finance Manager – Position Description

EDO relies on our people to use their skills and experience to provide the best possible support to our clients and other staff. While this job description aims to outline the fundamental reason the role exists, the role may evolve as EDO evolves.

If you see a way to play to your strengths in a way that achieves EDO outcomes, please don't be limited to this list. We have important work to do and need everyone to be operating at their best.

Purpose of the position

The Finance Manager is responsible for managing all transactional accounting for EDO and production of accurate and timely accounting information and regular reporting. In addition, the Finance Manager plays an integral role in ensuring that the objectives and requirements of the finance function are met.

Key responsibilities & duties

- Manage team of Finance Administrators, ensuring financial processes and records are maintained and delivered in an accurate and timely manner
- Oversee quality and completion of team accountabilities including:
 - Accounts payable and receivable deliverables in agreed timeframes
 - Management of debtors within acceptable trading terms
 - Monthly General ledger and bank reconciliations
 - Fixed assets and prepayments registers
 - End to end payroll services including fortnightly payroll process, onboarding of new employees, maintenance of employee data, entitlements calculations and year end STP finalisation
 - Workers compensation insurance policies and policy renewal process
 - Monthly revenue recognition and lease journal entries in accordance with Australian Accounting Standards
 - Updating and monitoring of case budgets
- Play an integral role in the month end close process to P&L and Balance Sheet stage. This includes journals, accruals, review of GST and general ledger, and preparation of the P&L
- Prepare monthly IAS and quarterly BAS for review by Finance Controller
- Manage general insurance policies and policy renewal processes
- Establish and maintain external supplier contract register, ensuring that service agreements are in place for all relevant suppliers
- Assist Financial Controller with preparation of monthly, quarterly, and annual financial reports
- Support annual financial audit requests as required
- Manage annual Trust Account audit
- Respond to internal and external finance queries in a timely manner
- Research changes and updates to GST compliance and other relevant accounting standards / best practices
- Support the Director, Finance and Operations and Financial Controller with ad-hoc projects and deliverables.

General

All staff have a responsibility to:

- Develop and maintain a good knowledge of EDO's role and policies.
- Represent EDO in a positive and effective manner by actively demonstrating EDO Values.
- Attend, and contribute actively and constructively at staff meetings.
- Maintain appropriate records, assist with office administration, such as files, computer and precedent systems.
- Seek opportunities for personal and professional development, particularly related to the team and position's specific areas of responsibility.
- Respond to requests by clients and fellow staff in a knowledgeable, professional, constructive and respectful manner.
- Provide accurate and timely data and information for reporting, fundraising and communications purposes.

Commitment to EDO's Values:

Commitment

- We are committed to; a united organisation, to each other, to collaboration, to justice, to our communities and to creating a world where nature thrives.
- We are committed to providing excellent legal services and resources, informed by the best available science, in order to empower clients and communities.
- We are committed to improving our planet and society.
- We care for EDO's clients and stakeholders.
- We are fearless in the face of adversity, and care for each other as we face this adversity.

Diversity

- We are respectful of and welcome diversity of staff, volunteers, offices, environmental regions, communities, stakeholders.
- We respect First Nations Peoples' knowledge and experience, and work with them to protect their country and culture.
- We acknowledge that the law has not always been just.
- We dedicate ourselves to understanding the diversity of our people and culture.
- We welcome and respect our own differences and learn from them, and collaborate to achieve our greatest potential.
- We are great lawyers and great people, with open hearts and open minds.
- We respect the different places our stakeholders come from and strive to help them, even if their worldviews don't align completely with ours.

Integrity

- We work effectively, efficiently, strategically, professionally and ethically; "justice is in our nature".
- We are truthful with ourselves and others.
- We are nonpartisan and inspire trust in our clients, stakeholders and government.
- We respect the world's resources and make maximum productive use of the resources entrusted to us.

Vision

- We lead change and environmental empowerment using innovation, creativity, and courage.
- We expand the boundaries with creativity and skill, pioneering new legal pathways to a healthier, safer world and inspiring others.
- We are inquisitive, curious and persistent: exploring new ideas and embracing change.
- We boldly challenge the status quo while providing solutions to our most pressing challenges.