

## Finance and Contract Manager

Reporting to: Senior Program Manager  
Hours: Part-time (at least 0.5 FTE)  
Term of Employment: ongoing  
Full-time salary range: \$90k – \$110k + Super (pro rata)  
Location: Hawthorn, Victoria  
Applications close: 9AM AEDT 6 February 2018

### Astronomy Australia Limited

[Astronomy Australia Ltd \(AAL\)](#) is a not-for-profit company whose members are all the Australian universities and research organisations with a significant astronomical research capability.

Our vision is that astronomers in Australia will have access to the best astronomical research infrastructure. AAL will achieve its vision by: engaging with Australian astronomers to advance the national research infrastructure priorities of the Australian astronomy Decadal Plan; advising the Australian Government on future investments in national astronomical research infrastructure; and managing investments in national astronomical research infrastructure as required.

AAL is located alongside the Centre for Astrophysics and Supercomputing, Swinburne University of Technology, Hawthorn. We offer a relaxed, flexible, family-friendly environment, close to public transport, approximately 6km east of Melbourne's CBD.

### Position summary

This part-time position is responsible for the financial and contract management of the company. The successful applicant will take a hands-on approach to their duties, working in a small team alongside the CEO, company secretary, project administrator and four program managers.

Duties:

- Financial management
- Financial reporting
- Contract management

Travel required: One or two interstate trips per year.

Staff management duties: None.

**Note:** As AAL is a small company, all members of staff are expected to spend time assisting with general operations.

For more information on this position, please contact Mark McAuley, CEO, on (03) 9214 8036 or email [finance\\_manager@astronomyaustralia.org.au](mailto:finance_manager@astronomyaustralia.org.au).

To apply for this position, please submit a covering letter and CV via email to [finance\\_manager@astronomyaustralia.org.au](mailto:finance_manager@astronomyaustralia.org.au).

## Statement of duties

### Financial Management

- Prepare and track the operations budget
- Plan annual cash flow schedule and manage term deposits and overseas currency commitments
- Oversee payroll, accounts payable and accounts receivable
- Oversee preparation and submission of regulatory required statements including BAS, Worksafe, FBT and superannuation

### Financial Reporting

- Conduct all year-end activities
- Prepare monthly, quarterly and annual grant and operational financial statements for review by the CEO and Board
- Engage with external auditor and address requested changes
- Assist the CEO in presenting financial statements to audit committee

### Contract Management

- Negotiate contracts and funding agreements with third parties, supported by AAL's legal advisors
- Manage the contractual arrangements for new grant applications
- Manage the internal process for tracking AAL's contracts and agreements with third parties
- Manage the engagement with AAL's legal advisors

## Experience and qualifications required

### Essential

1. Bachelor's degree.
2. CPA or CA qualified.
3. Experience working as a hands-on finance manager.
4. Experience managing government grants and contracts
5. Initiative and the ability to work independently to strict deadlines.
6. Advanced organisational ability and problem-solving skills.

### Desirable

7. Experience working in a not-for-profit company.
8. Knowledge of regulations relevant to the not-for-profit sector.
9. Legal or paralegal background or training.