

# Position description



<b>Title</b>	<b>MANAGER, AFAANZ</b>
<b>Reporting to</b>	Australia and New Zealand AFAANZ Presidents
<b>Salary</b>	\$88,171 - \$95,444 pa (pro-rata) + 9.5% superannuation
<b>Type</b>	Part-time (0.8 FTE) continuing
<b>Location</b>	AFAANZ Office, Level 8, 198 Berkeley Street, University of Melbourne, Carlton VIC Australia

## About AFAANZ

The Accounting and Finance Association of Australia and New Zealand (AFAANZ) is a not-for-profit association representing the interests of accounting and finance academics and other persons interested in accounting and finance education and research in Australia and New Zealand. AFAANZ represents around 700 members from 34 countries drawn from academics from the Higher Education sector, Australian and New Zealand universities, Accounting and Finance Industry Professionals, Corporations and the general public with an interest in Accounting and Finance disciplines.

## Position Summary

The Manager's role is to support the AFAANZ Board to fulfil its strategic and governance responsibilities, and to manage the annual operating budget, resources, the day to day operations of the Association, and the provision of supervision and leadership of casual staff and contractors. The role involves substantial autonomy, under the direction of the two Presidents (representing Australia and New Zealand).

The Manager provides operational advice to the Board of Directors and is responsible for developing and maintaining effective relationships with key stakeholders, including members, sponsors, suppliers, special interest groups and external stakeholders.

## Key duties and responsibilities

### 1. Strategic Planning and Management

- Support the Board of Directors in the implementation of the strategic and operational plan against time frames, monitoring progress, and the effective integration of a range of internal and external policies.
- Oversee the activities of the Association to ensure that it meets all its corporate governance and compliance requirements and operates effectively and efficiently on a day to day basis.

- Oversee the provision of quality services to members and manage the Association's membership management systems.
- Continually assess administrative procedures to ensure their quality and effectiveness and provide recommendations to the Board on the improvements to systems and processes.
- Act as a source of information, guidance and advice for the Board and Special Interest Groups (SIG) on the impact and implications of the constitution and the SIG governance charter on the activities of the Association.
- Coordinate and provide support to the AFAANZ Board and other governance groups, including preparing and circulating agendas, minutes and papers; maintaining an accurate and up to date record of all papers, and actions; and assisting in the preparation of strategic plans and budgets.
- Contribute to and lead, where appropriate, major projects and initiatives that support the achievement of the Association's strategic direction and operational objectives and guide project implementation against agreed key performance indicators.

## 2. Financial and Resource Management

- In consultation with the Treasurer, develop and manage the annual operating budget.
- Monitor financial performance, ensuring surplus funds are prudently and promptly invested, report variance analysis to the Board, and provide financial reports to the SIGs on a regular basis.
- Monitor purchases to ensure they are made at the most competitive cost for the effective running of the Association.
- Ensure compliance and reporting in relation to Australian Charities and Not-for-Profits Commission (ACNC), and Australian and New Zealand GST.
- Hire and approve casual staff in consultation with the Presidents or Treasurer, providing them with leadership and professional development as required.

## 3. Communications and Stakeholder Management

- Implement an integrated stakeholder engagement strategy to build strong relations with key stakeholders and more broadly with parties interested in the objectives of the Association.
- Oversee the provision of high level and targeted communications to internal and external stakeholders, including reports, newsletters and presentations.

- Develop promotional materials, both print and electronic, including materials for engagement activities and the promotion of AFAANZ's programs and events (including the use of social media e.g. Facebook, LinkedIn).
- Work alongside the AFAANZ IT and Media Director to strengthen communication channels, branding and profile to increase awareness.

#### 4. Program and Events Management

- Oversee the delivery of programs and events in collaboration with relevant contractors and Board of Directors.
- Lead the development and refinement of systems and processes to streamline event management, securing best venues and rates.
- Provide recommendations for improvements to existing suite of activities and identify new event opportunities to build the Association's portfolio of events and programs.

#### Selection criteria

- **Governance skills** | Significant experience in the provision of governance support, preferably in the Higher Education sector.
- **Communication** | Highly developed oral and written communication skills, a high level of interpersonal and negotiation skills, and the ability to produce high-level communications materials (including dissemination through social media channels).
- **Working with people** | Proven ability to lead and manage teams, to build positive stakeholder relationships, and to liaise, engage and work collaboratively with colleagues and stakeholders at all levels across Australia and New Zealand.
- **Problem solving** | High level analytical and problem-solving skills, demonstrated experience in identifying issues and risks, and implementing innovative solutions.
- **Financial management** | Demonstrated financial management skills and experience in developing strategic and detailed budgets, budget oversight, consolidated reporting and auditing.
- **Customer service** | Demonstrated experience and expertise in providing a high level of customer service, with a focus on continuous improvement.
- **Time management and organisational skills** | Demonstrated focus on accuracy and attention to detail whilst working to tight deadlines, experience in managing projects, and managing information and management systems.

## About you

### Qualifications and experience

The ideal candidate will have:

- Relevant tertiary qualifications.
- At least 5 years' experience in a management role.
- Experience working in the Higher Education sector.

### Personal attributes

We're looking for someone who is:

- Self-motivated and works independently
- Collaborative, supportive and inclusive
- Ethical, discrete, accountable and professional.
- Innovative, flexible and proactive.

### Other requirements

Willingness to work outside of standard business hours and travel within Australia and New Zealand, particularly to attend the annual conference and other events.

## What we offer

AFAANZ is committed to be an employer of choice, and to encourage a diverse and flexible workforce. People of all genders, people from diverse cultural and ethnic backgrounds, people with carer's responsibilities, and people with disability are encouraged to apply.

The successful candidate will have access to:

- A modern office located at the University of Melbourne.
- Flexible working arrangements.
- Training and professional development.

## To apply

To apply please provide your CV and a statement addressing the selection criteria. Applications must be emailed to [info@afaanz.org](mailto:info@afaanz.org) by 11:59pm AEST on **Friday, January 18, 2019**.

## For more information

For general information visit our website at [www.afaanz.org](http://www.afaanz.org).

To discuss the role, please contact Preeta Philip, [preeta.philip@afaanz.org](mailto:preeta.philip@afaanz.org) or +61 3 9035 5530.