



Finance Manager

Reporting to: Chief Executive Officer

- Part time role available – 3 days per week (flexible with days)
- Genuine flexibility with work from home (1-2 days in the office to collaborate)
- Opportunity to work in a great team with an awesome culture

SEDA Group (SEDA) is an applied learning education provider. We are a leader in our industry with a respected reputation for successfully developing a model of Senior Secondary School and Vocational Education and Training both inside and outside the classroom. We are a national organisation with a hands-on learning environment that is unrivalled by any other education provider. Together with our peak industry partnerships, we provide unique opportunities and experiences that focus on individual learning which enables our students to become confident young adults. We change people's lives through individual learning to develop real skills and prepare students for a successful future.

The strength and success of SEDA Group is built on our people and their passion for education. Our staff are accomplished, passionate, collaborative, innovative and engaged with the education of our students, and their professional learning. We have a unique opportunity for a Finance Manager to join our team in a part time capacity (we are willing to work with the ideal candidate on their preferred working hours):

Reporting to the Chief Executive Officer, you will be responsible for, but not limited to:

- **People Leadership and management** – leading, developing and mentoring 2 teams members including overseeing their financial functions of AR, AP and Payroll. Providing leadership through support, advice, and consultation to managers, teachers, and staff of SEDA Group and its stakeholders.
- **Financial accounting** – including preparing monthly management reports such as Profit & Loss Statements, Balance Sheets and Cash flow, managing and overseeing processing of Accounts Receivable & Accounts Payable functions
- **Management accounting** – including development of annual budgets and monthly forecasts, preparing high quality, accurate, and timely financial performance reporting to the Board and Executive team and providing monthly analysis of variances between actual results and budget/forecast and identify areas for potential improvement
- **VET Funding Contract Skills First Program & VET Student Loans** – including managing the accurate financial records for all Training Services in alignment with the contract, coordinating effective processes and controls to fully account for the administration of the Skills First Program funds and provision of accurate and detailed financial records to meet VSL Provider obligations and assist in compliance with audits

You will be a natural leader, easy going and a logical self-starter who is happy to collaborate and share responsibilities to ensure the best outcomes are provided for young people accessing the program. SEDA will reward you with a competitive salary, genuine flexibility and a relaxed and inclusive work culture.

At SEDA Group, we live our values of **professionalism, collaboration, integrity** and **innovation**. We are looking for an individual who meets the following **key selection criteria**:

SEDA Group

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Hawthorn East | Melbourne
VIC | 3123

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ABN 80 145 751 962
RTO Provider Number 22503



- Mandatory is a tertiary qualification in accounting and qualified as a CA with current full membership to the Chartered Accountants Institute of Australia & New Zealand.
- Strong leadership and management skills and experience
- Deep analytical capability and ability to apply strategic thinking to financial reporting and analysis
- Willingness to work across all areas of the business, and who at times will need to be involved in operational / transactional work
- Strong interpersonal, communication and relationship building skills with ability to consult and provide advice to all levels of the organisation
- Strong business and management report writing skills
- Ability to work independently and contribute effectively as a team member to achieve goals
- Ability to confidently interact with staff at all levels and build strong business relationships

[Click here for a detailed Position Description](#)

If you are inspired to be part of something bigger and want your contribution to matter, apply for this position now by submitting a covering letter, including addressing the key selection criteria, and a current resume in the Seek 'Apply Now' function.

Conditions of engagement including probation, health, and character checks (including police records check and Working with Children Check) will apply to this position. All Applicants need to satisfy the selection criteria outlined in SEDA Group's Skills First Contract to be eligible for employment.

SEDA Group strongly welcomes applications from our diverse Australian community including Aboriginal and Torres Strait Islander people, people with disability, people of all ages and those from culturally and linguistically diverse backgrounds. All employment decisions are based on merit, and we pride ourselves on being an Equal Opportunity Employer.

SEDA Group has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse.

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