



<b>Position Description – Badminton Australia - Draft</b>	
<b>Position title</b>	Financial Controller
<b>Status</b>	Full-Time (38hrs). Part-time can be considered as well as flexible hours and working from home.
<b>Reports to</b>	Chief Executive Officer
<b>Purpose of the position</b>	<p>This is a hands-on-role to provide end to end financial guidance and support to Badminton Australia (BA).</p> <p>This role will ensure the CEO and board are provided with reporting that supports good decision making, liaise with auditors for year end audit, manage government funding in accordance with agreements.</p> <p>In addition to these, this role assists the CEO with other financial and operational requirements of the organisation.</p>
<b>Child Safety Statement</b>	<p>As part of your role, you may be working with children and young people or making important decisions that will affect them. It is your obligation to always ensure their safety and report any concerns that you have, in line with BA's commitment to child safety.</p> <p>You will be required to regularly provide the necessary working with children, police records and reference checks.</p>
<b>Duties</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Maintain BA financial systems and processes</li> <li>• Process and reconcile bank accounts</li> <li>• Process payroll</li> <li>• Regularly reconcile balance sheet items</li> <li>• Process AP &amp; AR</li> <li>• Complete month end processing of income, internal charges, and review of expense allocations to correct cost centres</li> <li>• Maintain the BA assets register including reconciliations, depreciation and amortisation</li> <li>• Prepare lodge of PAYG, GST, FBT, and Payroll tax documents</li> <li>• Prepare yearly budgets and reforecasting</li> <li>• Preparation of funding acquittals</li> <li>• Preparation of financial reports for BA staff and Board</li> <li>• Preparation of EOM and EOY financial reporting</li> <li>• Liaise with BA auditors as required</li> <li>• Ensure financial processes and procedures are recorded and are maintained</li> <li>• Assist the CEO and Director Finance with Finance &amp; Administration tasks as required.</li> </ul>



	<p><b>Payroll / Human Resources</b></p> <ul style="list-style-type: none"> <li>• Maintain BA payroll</li> <li>• Maintain PAYG and Super Guarantee</li> <li>• Maintain staff payroll files and registers</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Support CEO in updating BA policies and procedures</li> <li>• Assist with other administrative tasks as agreed</li> <li>• Assist with other BA activities and projects as required</li> </ul>		
<b>Skills and Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in accounting or business (or near completion)</li> <li>• Demonstrable work experience in finance / accounting / book-keeping, in particular with payroll and AP/AR</li> <li>• Attention to detail and accuracy</li> <li>• Strong IT skills</li> <li>• Good knowledge of budgeting and financial systems and procedures</li> <li>• Excellent interpersonal skills, both verbal and written</li> <li>• Excellent organisational and time management skills</li> <li>• An understanding of the goals and strategic direction of BA</li> <li>• Successful completion of Police and WWC Checks</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• CPA/CA qualification or working towards</li> <li>• Understanding and management of government funding</li> <li>• Experience working in finance related roles</li> <li>• Experience in working with Intuit finance systems</li> <li>• Experience in and/or a passion for sport</li> </ul>		
<b>Other terms and conditions</b>	<ul style="list-style-type: none"> <li>• Observe all BA policies, procedures and codes of conduct</li> <li>• Leave entitlements include annual, sick, and long service leaves</li> <li>• The hours worked are generally within normal business hours, however some out of hours work may be required from time to time</li> </ul>		
<b>Inclusion</b>	<p>Badminton Australia is committed to providing a safe, inclusive, and welcoming environment for all people involved in our organisation and badminton in general, including those of diverse sexualities and genders. As an organisation, we are working hard to foster a culture where all employees can bring their best selves to work.</p>		
<b>Approved by</b>	Tjitte Weistra – CEO	<b>Date</b>	25 January 2024