

# Finance Manager

Albany, WA

- Work with an organisation that makes a difference in the community
- Competitive annual salary
- Collaborate with a dedicated and passionate team

## About us:

ATC Work Smart is a leading provider of workforce development solutions and training services across regional and metropolitan WA with a commitment to a quality service culture and a growth and expansion strategy.

## The role:

We have a unique opportunity for an experienced and detail-oriented Finance Manager to join our team based in Albany. The Finance Manager is responsible for providing financial reporting and analysis, strategic financial guidance to the leadership team and managing the day-to-day financial and administrative activities of our dynamic organisation.

## Key responsibilities:

- Oversee the daily functions of the finance team including administration, accounts and payroll
- Prepare accurate and timely financial reports and statements.
- Conduct financial analysis and provide insights to support decision-making.
- Monitor and manage cash flow, budgeting, and forecasting.
- Collaborate with other departments to support strategic initiatives and business growth
- Foster and promote a high-performance team culture
- Drive process improvements to enhance efficiency and effectiveness
- Ensure compliance with local, state, and federal regulations.
- Develop and maintain financial policies and procedures.
- Manage relationships with external auditors, and financial institutions.

## About you:

The successful applicant will have:

- Advanced Diploma in Accounting or above
- Proven experience as a Finance Manager or similar financial leadership role.
- Strong understanding of financial principles, regulations, and reporting.
- Excellent analytical and problem-solving skills with attention to detail
- Proficient in financial software and MS Office, with advanced Excel skills.
- Strong leadership skills with the ability to develop and maintain excellent working relationships with both internal and external stakeholders

### **What we can offer you:**

- A competitive salary based on your skills and experience
- Personal use of mobile phone and Laptop
- A supportive and purpose driven culture
- Flexible hours and work-life balance
- Employee Assistance Program

### **How to apply:**

Please submit your resume and a cover letter addressing the above criteria to [vacancies@atcworksmart.com.au](mailto:vacancies@atcworksmart.com.au)

A position description is also available on request by emailing [vacancies@atcworksmart.com.au](mailto:vacancies@atcworksmart.com.au)

All enquiries and applications will be handled in strict confidence.

ATC Work Smart is an Equal Opportunity Employer and is committed to building a workplace culture that values diversity and inclusion.

**Application deadline:** This position does not have a closing date for applications. We will continually review applications and will cease advertising the position when we have identified the ideal candidate.