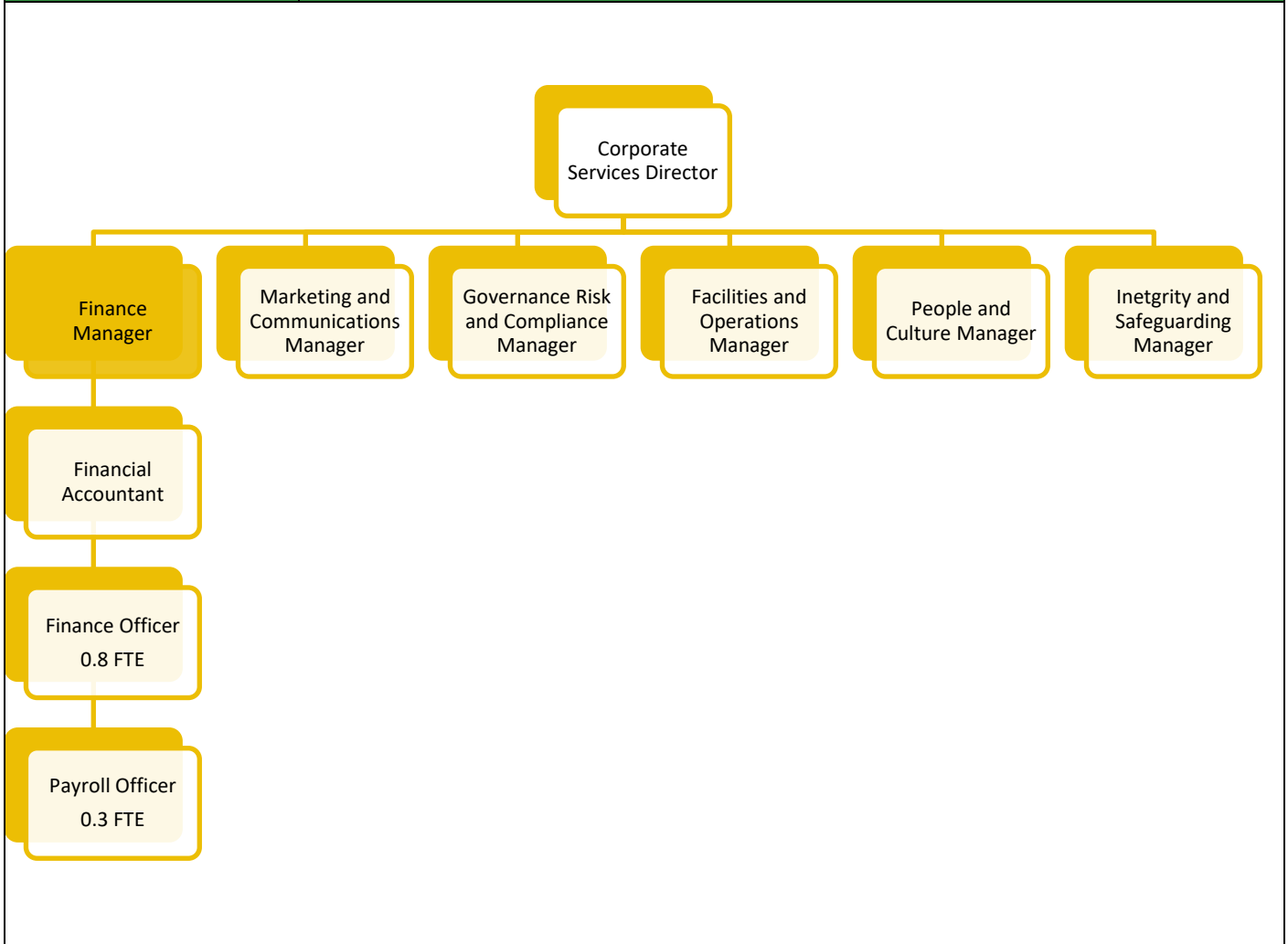


POSITION TITLE	Finance Manager
APPROVAL DATE	September 2025



## ABOUT WAIS

The Western Australian Institute of Sport (WAIS) was established in 1984 to enable Western Australian (WA) athletes to achieve international sporting success. WAIS operates in partnership with National Sporting Organisations (NSOs) and State Sporting Associations (SSAs), the Department of Local Government Sport, and Cultural Industries and VenuesWest to deliver high performance daily training environments for sports and athletes in support of Australia’s High Performance 2032+ Sport Strategy outcomes.

Our purpose is to enable Western Australian athletes to achieve international sporting success, and our vision is to have Western Australian sporting champions creating community pride and inspiring the next generation.

We do not support a win at all costs culture – success for us is about **winning well**. We are about our people and creating a culture of excellence, teamwork and respect. From athletes to support staff, everyone at WAIS plays a critical role in our success.

## OUR VALUES

United	Care	Lead	Inspire
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## POSITION PURPOSE

The Finance Manager provides accounting, budgeting, financial planning, business and technical advice and support to ensure effective financial management across WAIS. The role also supports the Corporate Services Director with the development and implementation of strategic financial initiatives to achieve compliance and to enhance the financial management capability of the Finance team.

KEY RESPONSIBILITY AREAS (KRAs)	
<b>KRA 1</b>	Financial analysis and strategy
<b>KRA 2</b>	Financial analysis and reporting
<b>KRA 3</b>	Budgeting, forecasting and modeling
<b>KRA 4</b>	Audit management
<b>KRA 5</b>	Internal stakeholder support and team management
<b>KRA 6</b>	Continuous improvement
<b>KRA 7</b>	Other duties

KEY RESPONSIBILITY AREAS (KRAs)	
<b>1</b>	<b>Financial analysis and strategy</b>
<b>1.1</b>	Use of financial analysis techniques to inform decision making and recommendations to drive future financial performance and strategy and improve business outcomes.
<b>1.2</b>	Forecast and manage cashflow, working capital and investment strategies to optimise financial performance.
<b>2</b>	<b>Financial analysis and reporting</b>
<b>2.1</b>	Manage the end of month process including the completion of all month end reconciliations and journal preparation.
<b>2.2</b>	Prepare, review and analyse results including providing month end reports for the Audit and Finance Committee, Board and Senior Leadership Management Teams providing detailed commentary for variances against budgets and forecasts.
<b>2.3</b>	Oversee the preparation of statutory reporting e.g., BAS, FBT, SIMS
<b>2.4</b>	Oversee the preparation of funding acquittals by the Finance Team
<b>2.5</b>	Monitor financial KPIs and other metrics to identify insights, trends and opportunities to improve business outcomes.
<b>3</b>	<b>Budgeting, forecasting and modeling</b>
<b>3.1</b>	Prepare annual and mid-year budgets, forecasting and modeling
<b>4</b>	<b>Audit management</b>
<b>4.1</b>	Manage the internal and external financial audits
<b>4.2</b>	Prepare the Annual Financial Statements
<b>5</b>	<b>Internal stakeholder support and team management</b>
<b>5.1</b>	Provision of support, advice and training to internal stakeholders to aid their understanding of finance processes.
<b>5.2</b>	Overseeing team operations, setting goals, planning, organizing, performance management, and conflict resolution.
<b>6</b>	<b>Continuous improvement</b>
<b>6.1</b>	Promotion of the ongoing process of identifying areas for enhancement in processes, practices, and team performance.
<b>7</b>	<b>Other duties</b>
<b>7.1</b>	Ensure compliance with the Western Australian Government Financial Management Act and associated policies.
<b>7.2</b>	Management of Insurance and any other duties as directed by the Corporate Services Director.

## POSITION KNOWLEDGE, ABILITY AND SKILLS (Competencies)

- Tertiary qualifications in Accounting and CA or CPA qualified.
- Minimum of 5 years' experience in a finance management role.
- Demonstrated understanding of accounting standards and statutory requirements.
- Strong analytical, budgeting, forecasting and financial modelling skills.
- Comprehensive knowledge of accounting systems and software.
- Understanding of risk management.
- Demonstrated experience in the development of procedures and systems.
- Ability to anticipate and resolve problems, manage confidentiality; proactively identify potential issues and initiate action to deal with them when or before they arise.
- Understanding of the Western Australian government financial processes.
- Experience within the sporting sector will be highly regarded but is not essential.
- Advanced expertise in Excel.
- Please note: This role will require a valid Working with Children Check and be subject to a National Police Criminal History check prior to appointment.

## WORKING WITH CHILDREN

WAIS is committed to protecting children and young people from harm. We require all applicants that will work with children and young people to undergo an extensive screening process prior to appointment. All staff must commit to the WAIS Child Safe Commitment Statement which is:

All children and young people have the right to be and feel safe. In pursuit of their high-performing sporting aspirations, children and young people and their families place their trust in WAIS. WAIS is committed to the safety, wellbeing and empowerment of all children and young people involved in our organisation. Everybody at WAIS is responsible for working together to proactively address risks to child safety and continuously improve our child safe culture and practices.

WAIS has 100% commitment to child protection and the physical and psychological safety of children and young people. All allegations, disclosures and concerns will be treated seriously and responded to immediately, consistent with our policies and procedures.

VALUE	INDICATORS
<p><b>United</b> We build connection and trust by working as one team and backing each other to achieve our shared goals.</p>	<ul style="list-style-type: none"> <li>• Back one another</li> <li>• Seek input from others</li> <li>• Solve problems together</li> <li>• Share knowledge</li> <li>• Listen and empathise</li> <li>• Communicate openly</li> <li>• Understand roles across teams</li> <li>• Seek to understand</li> </ul>
<p><b>Care</b> We treat everyone with care, integrity, and respect – creating a culture where individuals feel seen, valued and safe to contribute.</p>	<ul style="list-style-type: none"> <li>• Show genuine interest</li> <li>• Listen actively</li> <li>• Include and acknowledge others</li> <li>• Give honest feedback with care</li> <li>• Act with integrity</li> <li>• Celebrate differences</li> <li>• Encourage everyone to speak up</li> </ul>
<p><b>Lead</b> We lead by taking responsibility for our actions, living our values, and setting the tone for others to follow.</p>	<ul style="list-style-type: none"> <li>• Have honest conversations</li> <li>• Take ownership of outcomes</li> <li>• Role model values, even when no one's watching</li> <li>• Call out poor behaviour respectfully</li> <li>• Confront the issues</li> <li>• Ask for feedback and act on it</li> <li>• Speak up when something doesn't align with our standards</li> <li>• Make decisions with honesty and courage</li> </ul>
<p><b>Inspire</b> We lift those around us through curiosity, courage and a hunger for excellence – always learning, improving and striving to be world class in everything we do.</p>	<ul style="list-style-type: none"> <li>• Lead by example</li> <li>• Celebrate others</li> <li>• Share stories and purpose</li> <li>• Show passion and gratitude</li> <li>• Take calculated risks</li> <li>• Support others to grow</li> <li>• Ask what's next?</li> <li>• Push for world class outcomes</li> </ul>

Citizenship/Visa
You must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia or the eligibility and ability to gain a visa to permit you to work in Australia. You are required to notify WAIS if your right to work in Australia ceases.

Our Diversity Message
We are passionate about helping people lead positive, healthy, and active lives. We embrace diversity of sex, gender identity, gender expression, sexual orientation, intersex status, ability, skill, cultural background, ethnicity, location, religious or political beliefs, life stage, and encourage everyone to apply.

Employment Policies
The conditions outlined within the WAIS Employment Policies Manual and your individual letter of employment, shall apply at all times.

**Employee Agreement**

Name	Signature	Date