

Position Description

Position Title	MANAGER, FINANCE AND GOVERNANCE
Job role	Leadership & Development / Strategic Contribution / Quality Service
Award classification	Band 7
Status	Full-time, 76 hours per fortnight
Hours of work	Standard Engagement as per EA
Department and Division	Digital and Finance/ Finance
Location	Geelong Library & Heritage Centre / Kim barne murrk
Reports to	Director Digital and Finance
Salary range	\$104,497 - \$116,068
Approved by	CEO
Date	May 2025
Contact Officer	Subha Simpson, Manager People and Culture – subha.simpson@grlc.vic.gov.au

About the role

The Finance and Governance Manager role ensures sound financial management, robust internal controls, and adherence to compliance and regulatory requirements. This is a senior leadership position which works closely with the Executive Team, providing strategic advice, reporting, and insights to support informed decision-making and long-term organisational sustainability. It leads the teams responsible for finance, administration and payroll.

Role Responsibilities

Leadership and Management

- Provide effective resource management that reflects a high performing, positive, innovative, and cohesive specialist team in the delivery of outcomes, including effective supervision to direct reports, coordinating the finance team’s resourcing, performance, development and work schedule.
- Oversee the continuous improvement of GRLC’s finance and payroll systems and assist in the implementation of new systems.
- Proactively participate as a member of the strategic leadership team.
- Lead the team through financial or operational changes, ensuring staff are supported through transitions.
- Provide back-up support to the Director Digital and Finance as required.

Financial Management and Reporting

- Manage the effective and efficient delivery of all financial processing services (including accounts payable and payroll).
- Manage the provision of timely and accurate financial reporting, supported by the finance coordinators. Including, but not limited to:

- o Annual audited financial statements
- o Month-end accounting and reporting
- o Balance sheet reconciliations
- o Financial Board papers in conjunction with the Director
- o Fringe Benefit Tax (FBT) and ATO Returns
- o Tracking project-related financial activities
- Ensure the maintenance of the asset register, including depreciation schedules.
- Manage banking matters and support cash flow forecasting and term deposits.
- Ensure adherence to organisational financial policies and procedures and maintain the register of delegations.
- Ensure financial integrity through; compliance with external regulations and accounting standards, internal controls and risk mitigation strategies.

Financial Analysis and Planning

- Support creation and management of annual budgets and long-term financial forecasting.
- Collaborate with internal partners and stakeholders to ensure alignment with financial goals.
- Regularly review operational and capital costs and recommend improvements. Analyse variances and identify strategies to stay within budget.
- Identify opportunities to save costs or increase revenue through effective financial strategies, in line with the strategic priorities of the Corporation that supports community access.

Governance, Risk and Compliance

- Coordinate the overall governance, risk and compliance (GRC) activities within the organisation, ensuring the GRC framework is applied across departments, aligning policies with business objectives. Support the implementation of, and sustainment of, organisational registers including policy register, contract register, regulatory register, conflict of interest register, risk register, lease register.
- Oversee strategic asset management
- Ensure organisational compliance with legislative and regulatory frameworks, including privacy, risk management, and reporting requirements.
- Maintain up-to-date company registers and ensure reporting obligations are met.
- Coordinate a schedule of internal audits
- Manage the insurance program which includes review of policies / gaps, annual renewal, working with insurance brokers and providing support for any insurance claims.

Other

- Ensure that all information is handled and managed in accordance with GRLC's Privacy Policy
- Work collaboratively to consult and share information with colleagues, provide advice, actively engage in problem solving and knowledge transfer and seek input from others to achieve goals.
- Apply the principles of GRLC Values, Code of Conduct, Child Safety and Wellbeing, workplace diversity principles, work health and safety and collaboration within a work and team environment.

Key Selection Criteria

- Experience in managing financial and administrative priorities with ability to deliver successful outcomes
- Ability to provide expert and strategic advice, using excellent communication and collaboration skills
- Demonstrated ability to create a positive team culture whilst leading and coaching staff through change
- Exceptional relationship management and communication skills reflected in effective leadership, people development and partnerships with key stakeholders
- Understanding of the latest trends in financial reporting and systems and interest in the application of new technologies
- Strong analytical skills and attention to detail
- Proven ability to design, implement, and manage governance frameworks, policies, and compliance systems
- High level of proficiency in Microsoft Office software packages, in particular Excel, as well as Accounting Systems
- Experience working in a not-for-profit or public sector organisation is desirable.

Qualifications

- Bachelor's degree in Commerce, Accounting, Business Administration, or a related field; with a minimum of 5 years relevant experience
- Professional certification (e.g., CA, CPA, CMA) is desirable

Who we are

The Geelong Regional Library Corporation's (GRLC) purpose is to provide a thriving public library service that boosts our communities' health, prosperity, connectedness and belonging.

We are a consistently recognised leader in Victoria's public library sector and provide services across the five local government areas. We operate 20 libraries, Victoria's largest regional archive and heritage centre, and a 25-stop mobile library service, welcoming over 2 million visitors annually. We are a future-focused, inclusive, and community-centred organisation. We embrace curiosity and creativity and are committed to equity, lifelong learning, and digital inclusion.

We continue to embed an organisational culture that is curious, caring, skilled and confident to experiment during these transformative times. We are focussed on establishing strategic transformative frameworks and systems that will ensure we are known as a sustainable, well governed, and future focussed organisation.

We aspire to be regional leaders in technology and innovation so that, as the custodians and distributors of accumulated knowledge and resources, we can ensure universal access for everyone in our growing region, whether online, in our libraries, or through outreach and innovative partnerships.

Are you eligible?

To be eligible for the role you must be an Australian citizen, permanent resident or have appropriate work rights in Australia. The successful candidate will be required to provide the following:

- current Victorian Drivers Licence
- a Police check (no older than 6 months)
- a current Employee Victorian Working with Children Check prior to commencing employment with GRLC

How to apply

You need to apply through our [e-recruitment system](#). Your application will need to include:

- A Resume
- A cover letter (500 words maximum), describing how your skills, knowledge, and experience would enable you to perform the duties of the role

Geelong Regional Library Corporation is proud to be a workplace that champions diversity. Our commitment is for our people to be safe, included and supported so that they can be at their best. As an equal opportunity employer, we encourage applications from First Nations peoples and people with diverse gender identities and expression, ethnicity, cultural background, sexual orientation, ability and age. We look for the right values, skills and knowledge to build our capabilities so that we can best deliver for and represent our community.