



EXPRESSIONS OF INTEREST

CHIEF FINANCIAL OFFICER

The Opportunity

Located in the heart of the Liverpool NSW CBD, **Club Liverpool** is currently seeking an experienced **Chief Financial Officer** for the head of finance role at the Club.

Fantastic opportunity for an experienced chief financial officer who is well organised, proactive and a financially astute individual, looking to establish themselves in a financial management career within a Registered & Licenced Club in the growing metropolitan of South West of Sydney.

An immediate start is available.

The Role:

Full-time role, reporting directly to the CEO.

The Chief Financial Officer will be integral in the continued success of the business by providing accurate end to end financial data and reporting and by offering a genuine contribution to process improvement and strategic financial direction.

This is a busy hands-on role within a supportive administrative team.

Core responsibilities will include:

- All financial reporting including the collation and management of month-end financial reporting for distribution and presentation to the CEO and Board of Directors
- Collation and data entry of daily, weekly and monthly financial reconciliation and all related activities, including cash management functions, debtors, creditors, asset management
- Ability to assess current financial system processes throughout the business and lead improvement of any transformation of processes to automation
- Financial Risk assessments (review internal controls etc)
- Bank relationship management
- Corporate Governance
- Legislative compliance, Tax compliance, Statutory Reporting (GST, BAS, FBT, Payroll Tax, ClubGRANTS, Gaming Tax, Depreciation etc)
- Cash-flow management
- Lead and manage the interim and year-end financial audit process

The Skills and Attributes you will bring to this role include:

- Previous Club Industry experience will be an advantage
 - Experience in end to end financial management and transformation of financial processes
 - Ability to oversee and maintain internal financial controls
 - You are a highly organised, honest, ethical, flexible and driven individual, who is assertive when needed
 - Professional & confidential attitude
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Hours of Work:

This is a full-time role, generally working across 4 or 5 days per week (Monday to Friday), however, due to the nature of the position requirements from time to time, flexibility with work hours may be required to enable reporting deadlines to be met at critical times throughout the year.

Agreed working hours will be negotiated with the successful applicant.

Qualifications

- Tertiary qualification in Finance, Accounting or other related field would be an advantage
- Experience in a financial management or accounting role within a Registered and Licenced Club or venue would be beneficial
- Strong knowledge of accounting principles, financial regulations, and reporting practices.
- Proficiency in accounting systems software, microsoft excel and an eye for process improvement
- Excellent analytical, organisational and communication skills

Further opportunities to participate in professional career development and ongoing training will become available for the right applicant.

Please note:

Suitable Candidates are subject to pre-employment screening which includes Employment Reference Checks, Work Rights Verification, Proof of Identity, Covid-19 Vaccination, Criminal History (NSW Police Check), Qualification Certifications. Any offer of employment is subject to clearance of all these checks.

To Apply - forward your Cover Letter and Resume to:

Heidi Eagles - Operations Manager

e heidi@clubliverpool.com.au

p 9822 4555