Position Description: Finance Coordinator

Instructions for Managers
1. Give a copy of Position Description to new employee. 2. Give copy of signed Position Description to employee. 3. Send signed original to Head Office to place on employee file.

Instructions for Employees
1. Read the Position Description carefully. 2. Ask if you need any information clarified. 3. Keep a copy for you to use at work. 4. This may change with the needs of the Business. 5. Keep Manager informed of changes in the position

WORK LOCATION	POSITION DETAILS	UPDATED
Football House, Deakin ACT	Part Time (20 - 25 hours/week) Permanent	Dec 2025

POSITION OBJECTIVE

The Finance Coordinator is responsible for the day-to-day delivery of Capital Football's financial operations, including accounts payable, accounts receivable, payroll and monthly reporting. The role maintains accurate financial records and systems, supports the preparation of budgets and forecasts, and assists with corporate risk and insurance administration, working with an external accounting contractor for financial and compliance support. This part-time position helps the CEO, Finance & Risk Management Committee and Board keep Capital Football financially sustainable, compliant and resilient.

PRIME RESPONSIBILITIES

- Deliver day-to-day finance processing, including accounts payable, accounts receivable and payroll.
- Prepare monthly reconciliations, cashflow summaries and financial reports to support the CEO and Finance & Risk Management Committee.
- Assist with the preparation and monitoring of annual budgets, forecasts and cashflow.
- Maintain accurate financial records, systems and basic internal controls to support compliance with regulatory, audit and grant requirements.
- Maintain the corporate risk register and manage insurance renewals and any claims.
- Work with staff and external providers (including the accounting contractor, auditors and insurers) to ensure finance processes are followed and information is accurate and timely..

REPORTS TO	DIRECT REPORTS
Chief Executive Officer	Nil

ABOUT US

Capital Football is the governing body for football, including futsal, in the ACT and surrounding regions, and is a member of Football Australia. We are responsible for competitions, player development pathways, participation programs and community engagement, and are committed to fostering an environment where football is accessible, well-governed and sustainable so the game continues to thrive across our region.

Capital Football operates within a flexible, team-based environment with an emphasis on multi-skilling and mutual support to achieve operational objectives. Staff are encouraged to set personal development goals and take ownership of their work outcomes, and managers are expected to work collaboratively to achieve common goals and deliver on Capital Football's Strategic Plan.

ORGANISATIONAL VALUES

Accountable
Being transparent and taking ownership for behaviour, decisions, and actions.

Ethical
Doing what's right, acting in the best interest of football, and displaying good sportsmanship.

Inclusive
Providing the environment and opportunity across all forms of football for everybody of any ability.

Respectful
Building trust by listening, accepting others for who they are and when they have a different view, and behaving courteously.

Responsive
Acknowledging, acting, and responding in a timely and respectful manner.

Unified
Alignment of purpose, philosophy, and pathways.

SKILLS AND PERSONAL ATTRIBUTES

- Well-developed oral and written communication skills, with strong interpersonal abilities to work effectively in a team environment.
- Highly organised with excellent time management skills; able to prioritise tasks, adapt to changing demands, and work well under pressure.
- Self-motivated and able to work independently, demonstrating initiative and accountability in delivering high-quality outcomes.
- Proactive in identifying and solving problems, with a focus on continuous improvement and practical innovation.
- Dependable and committed, taking responsibility for actions and contributing positively to team and organisational goals.

SELECTION CRITERIA

Essential

- Have the right to work in Australia. *(Evidence required)*
- Hold, or ability to gain, an ACT Working with Vulnerable People Card. *(Evidence required)*
- Demonstrated experience in bookkeeping or finance roles, including accounts receivable, accounts payable and payroll processing.
- Ability to maintain accurate financial records and systems, including general ledger, AP/AR, payroll and bank reconciliations.
- Experience preparing basic monthly financial reports and supporting management with financial information.
- Good understanding of financial controls and delegations, and willingness to follow established policies and procedures.
- Experience assisting with budgets, forecasts and cashflow monitoring.
- Strong organisational, analytical and problem-solving skills.
- High level of accuracy, attention to detail and commitment to meeting deadlines.
- Strong interpersonal and communication skills, with the ability to work collaboratively across teams and with external providers.
- Proficiency in accounting software (Xero) and Microsoft Excel.

Desirable

- Tertiary qualification in accounting, finance, business or a related field.
- Experience in a not-for-profit, sporting, member-based or community organisation.
- Exposure to ACNC, ASIC and audit requirements.
- Experience supporting, or maintaining, an organisational risk register.
- Understanding of organisational insurance requirements.
- Experience assisting with grant acquittals and working with external auditors.

INDICATIVE DUTIES

Under the guidance of the manager, deliver operational priorities across the following areas:

Financial Operations

- Manage day-to-day financial transactions, including accounts receivable, accounts payable, invoicing, sponsorship payments, registration income and other revenue streams.
- Maintain the general ledger, process journals and complete key reconciliations (banks, balance sheet accounts).
- Manage payroll processing and employee payroll records to ensure accurate and timely payments.
- Prepare monthly management accounts, cashflow and variance analysis for the CEO and Finance & Risk Management Committee.
- Lead the development, monitoring and review of annual budgets and forecasts in partnership with managers.

Governance, Compliance & Reporting

- Manage the annual audit process with external auditors in a timely and structured manner to include the provision of relevant information requested and assistance in the completion of the statutory accounts in accordance with the audit timetable.
- Maintain financial policies, procedures, delegations and internal controls, and highlight and improvements needed.
- Assist with ensuring compliance with ACNC, ASIC, insurance, grant conditions and other regulatory obligations.
- Support grant acquittals through accurate financial reporting and record-keeping.
- Prepare financial papers and supporting information for Board and Finance & Risk Management Committee meetings as required.

Corporate Risk Management

(Note: Safeguarding, integrity and WHS risk is managed by the Integrity Manager.)

- Maintain and update the corporate risk register for financial, operational and compliance risks.
- Assist with monitoring key financial and compliance risks and recording mitigation actions.
- Oversee insurance renewals and support the management of any claims.
- Identify and implement improvements to financial controls and risk mitigation.

Internal Support & Stakeholder Management

- Work collaboratively with staff to ensure financial policies and processes are understood and followed.
- Coordinate with the external accounting contractor providing financial and compliance support services.
- Liaise with auditors, insurers and service providers as required.
- Provide guidance to staff on financial procedures and systems where required.
- Assist with ad hoc finance and administrative duties to support operational needs.

APPROVAL
This position description has been reviewed and is considered to accurately reflect the requirements of the role and Capital Football. Chief Executive Officer  Date Dec 2025
I hereby understand the requirements of the position and will fulfil the responsibilities of this role and Capital Football. Employee Name _____ Employee Signature _____ Date _____