



# POSITION DESCRIPTION

## FINANCE & ADMINISTRATION MANAGER

<b>Organisation:</b>	Collingwood Basketball Association
<b>Role title:</b>	Finance & Administration Manager
<b>Location:</b>	Collingwood, Victoria. Remote work permitted
<b>Duration:</b>	Permanent, part time (0.8 FTE)
<b>Reports to:</b>	General Manager
<b>Direct reports:</b>	Casual workforce
<b>Commencement:</b>	1 July 2026

### ABOUT THE ORGANISATION

Collingwood Basketball Association (CBA) operates at the centre of Melbourne's inner north, delivering accessible and inclusive basketball opportunities across Collingwood and surrounding communities.

The Association serves one of the most diverse basketball communities in Victoria. Based in the City of Yarra, our community reflects a wide range of backgrounds, identities and experiences including low socio-economic, LGBTQIA+, multicultural and First Nations communities.

This diversity shapes how we operate. It informs program design, competition delivery, workforce support and community partnerships. Inclusion is embedded in day-to-day delivery and drives participation, trust and long-term sustainability.

CBA delivers a broad range of basketball activity, including domestic competitions, representative programs and community initiatives. These programs are designed to be accessible, affordable and aligned to the needs of the local community.

As an organisation, CBA plays a key role in connecting people through sport. The focus is on creating clear entry points, positive experiences and ongoing opportunities for participation across all levels of the game.

### PURPOSE OF THE ROLE

Reporting to the General Manager, this role leads the financial management, governance, and administration of the association.

It is accountable for financial performance, compliance, and the integrity of all systems and processes that underpin operations. The role ensures accurate reporting, effective financial



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controls, and strong governance frameworks that support decision making and organisational sustainability.

The role works closely with the General Manager to strengthen financial systems, improve reporting capability, and digitise administration processes to support scale and efficiency.

Given the scope of the role and current salary range, the position is suited to a developing professional. Structured training and development will be provided to ensure the successful candidate can perform effectively and grow into the role.

### WORKING ARRANGEMENT

This is a hybrid role based at Collingwood Basketball Stadium. Staff are required to work a minimum of three days per week in the office, with the remaining time able to be worked remotely, subject to operational requirements.

Given the nature of the role, regular evening and weekend work is required. Office based days should align with key operational activity, team collaboration, and peak delivery periods.

### KEY RESPONSIBILITIES

#### Financial management

- Manage accounts, payroll, and financial transactions
- Prepare monthly and annual reports
- Support budgeting and forecasting

#### Governance and compliance

- Maintain compliance with legal and regulatory requirements
- Manage policies, reporting, and documentation
- Oversee compliance systems including WWCC and training records

#### Administration systems

- Lead administration processes and systems
- Maintain accurate records and data integrity
- Support incident reporting systems



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### Revenue oversight

- Monitor and report on revenue streams
- Oversee financial controls across canteen and merchandise
- Identify opportunities to improve financial performance

### Operational improvement

- Work with the General Manager to improve systems
- Lead digitisation of finance and admin processes
- Improve reporting and visibility of data

## KEY RELATIONSHIPS

This role sits at the centre of organisational control and requires trusted relationships across operational staff and external providers.

### Internal

- General Manager
- CBA Treasurer
- CBA staff and Casual staff

### External

- Accountants and auditors
- Suppliers
- Funding bodies

## KEY OUTCOMES

- Accurate and timely financial reporting
- Strong compliance and governance systems
- Efficient and scalable administration processes
- Improved financial visibility and control



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### SELECTION CRITERIA

#### Essential

- Experience with Xero or similar systems
- Strong attention to detail
- Experience managing direct report staff and teams
- Ability to manage systems and processes
- Strong organisational capability

#### Desirable

- Experience in sport or not for profit
- Understanding of governance and compliance requirements

### QUALIFICATIONS AND REQUIREMENTS

- Relevant qualification or equivalent experience
- Working With Children Check
- Police check
- Availability for evening and weekend work

#### Working conditions

- Hybrid working arrangement with a minimum of three days per week in the office
- Flexibility to work evenings and weekends as required
- Ability to attend venues and support operations as needed

#### Success profile

- You are precise and reliable
- You manage systems with discipline
- You identify risks early
- You support others to work efficiently



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### HOW TO APPLY

To apply for this role, submit:

- A cover letter that clearly addresses the selection criteria
- A current CV outlining your experience and relevant qualifications

Applications must be submitted to the General Manager at [gm@collingwoodbasketball.com.au](mailto:gm@collingwoodbasketball.com.au) by **Monday 11 May 2026 (AT THE LATEST)**.

For any questions about the role, contact the General Manager at [gm@collingwoodbasketball.com.au](mailto:gm@collingwoodbasketball.com.au).