

Job Description
General Manager
Finance

HiFlex Physio

General

The General Manager Finance originates and leads financial practices and objectives that will provide a high performance culture that emphasises fiscal responsibility, quality, productivity and standards, goal attainment, and effective business management in ‘Best Business Practice’.

The General Manager Finance is responsible for all financial and fiscal management aspects of organisation operations. Provide leadership and coordination in the administrative, business planning, accounting and budgeting efforts of HiFlex Physio.

Reports to and partners with the Chief Executive Officer.

Key Performance Indicators

- Create, coordinate, and evaluate the financial programs and supporting information systems of HiFlex Physio to include budgeting, tax planning, real estate, and conservation of assets.
- Approve and coordinate changes and improvements in automated financial and management information systems for HiFlex Physio.
- Ensure compliance with local, state, and federal budgetary reporting requirements.
- Oversee the approval and processing of revenue, expenditure, and position control documents, Centre budgets, mass salary updates, ledger, and account maintenance and data entry.
- Coordinate the preparation of financial statements, financial reports, special analyses, and information reports.
- Develop and implement finance, accounting, billing, and auditing procedures.
- Establish and maintain appropriate internal control safeguards.
- Interact with Centre managers to provide consultative support to planning initiatives through financial and management information analyses, reports, and recommendations.
- Ensure records systems are maintained in accordance with accepted auditing standards.
- Develop and direct the implementation of strategic business and/or operational plans, projects, programs, and systems.

- Assist in obtaining the necessary licenses and insurance required for effective and legitimate business operation.
- Analyse cash flow, cost controls, and expenses to guide Executive Team. Analyse financial statements to pinpoint potential weak areas.
- Establish and implement short- and long-range Bounce Fitness goals, objectives, policies, and operating procedures.

The General Manager Finance assumes other responsibilities as assigned by the CEO.

Knowledge and Skill Requirements

- Experience in strategic planning and execution. Knowledge of contracting, negotiating, and change management. Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles. Knowledge of automated financial and accounting reporting systems. Knowledge of federal and state financial regulations. Ability to analyse financial data and prepare financial reports, statements, and projections.
- Work requires professional written and verbal communication and interpersonal skills. Ability to motivate teams to produce quality outcomes within tight timeframes and simultaneously manage several projects. Ability to participate in and facilitate group meetings.
- This is normally acquired through a combination of the completion of a Masters Degree in Finance or Accounting, five years of experience in senior-level finance or accounting position, and a CPA.
- Work requires willingness to work a flexible schedule.