

<b>Position Title</b>	General Manager Finance	<b>Department:</b>	Finance & Operations
<b>Level:</b>	Salaried	<b>Primary Location:</b>	Red Energy Arena 91 Inglis Street, West Bendigo VIC 3550
<b>Reports to:</b>	CEO	<b>Updated:</b>	07/02/2025



## Organisational Context

Bendigo Stadium Limited (BSL) manages and operates Red Energy Arena, Borough Club, and the St Arnaud Sporting Club. As an organisation we pride ourselves on being a world class sports and entertainment centre, delivering a community focused hub through various sports codes, entertainment events, business functions and family moments.



Red Energy Arena is the home of the Bendigo Basketball Association, Bendigo Braves, Bendigo Spirit, Phantoms Volleyball Club and Strikers.

## Primary Purpose

The General Manager Finance delivers strategic financial leadership, ensuring the integrity of financial operations and driving sustainable financial performance. This role also oversees business operations, with a focus on enhancing efficiency and optimising overall organisational effectiveness and compliance.

Key responsibilities include overseeing budgeting, forecasting, financial reporting, facility development and management, risk management and compliance while supporting executive decision-making. By implementing robust financial strategies and optimising resource allocation, the General Manager Finance plays a vital role in improving operational efficiency, ensuring financial sustainability, and supporting the organisation's financial viability and long-term growth objectives.

## Direct Reports

Finance and Accounting Officer, Finance Officer, Facilities Manager and Risk & Compliance Manager.

**Key Result Areas**

<b>Key Result Area</b>	<b>Responsibility</b>	<b>Measure</b>
<b>Strategic Financial Leadership</b>	<p>Develop and execute the financial strategy to support the organisation's viability and long term goals.</p> <p>Provide financial insights and analysis to guide executive decision-making.</p> <p>Identify opportunities for revenue growth, cost efficiency, and financial sustainability.</p> <p>Build strong relationships with stakeholders, including board members, executives, and external partners.</p> <p>Lead financial planning initiatives that align with the organisation's strategic direction.</p>	<p>Achievement of financial targets outlined in the financial strategy.</p> <p>Number of data driven recommendations leading to improved financial performance.</p> <p>Year over year revenue growth percentage.</p> <p>Cost reduction achieved through operational efficiencies.</p>
<b>Budgeting, Forecast &amp; Financial Reporting</b>	<p>Development and management of annual budgets.</p> <p>Develop accurate financial forecasts to support business planning.</p> <p>Ensure timely and accurate financial reporting in compliance with accounting standards.</p> <p>Analyse financial performance, variances, and trends to provide actionable recommendations.</p> <p>Present financial reports to the board, executive team, and key stakeholders.</p>	<p>Budgets are finalised within required timeframes.</p> <p>Company profitability is maintained.</p> <p>All statutory and contractual requirements are met.</p> <p>Cashflow systems are accurate, and forecasting is updated/reported regularly.</p> <p>Reports completed and submitted accurately and on time.</p>
<b>Risk Management &amp; Compliance</b>	<p>Establish and maintain robust financial and gaming risk management frameworks.</p> <p>Ensure compliance with regulatory, tax, gaming and corporate governance requirements.</p> <p>Develop internal controls to mitigate financial risks and prevent fraud.</p> <p>Monitor legislative changes and advise on financial and gaming compliance requirements.</p> <p>Oversee insurance policies and risk mitigation strategies for financial operations.</p>	<p>100% compliance with financial regulations, tax laws, corporate governance and gaming standards and regulations.</p> <p>Implementation and effectiveness of internal contracts.</p> <p>Number of risk mitigation strategies successfully implemented.</p>

<p><b>Facility Management</b></p>	<p>Oversight of facility management, including maintenance and cleaning to ensure all venues managed by BSL are safe, functional and well presented.</p> <p>Oversight of contract management, ensuring contractors have required documentation and certification to undertaken relevant tasks.</p> <p>Ensure efficient financial management of operational costs related to facilities.</p>	<p>Reduction in facility related costs (utilities, maintenance &amp; leasing) as a percentage of total expenses.</p> <p>Cost savings achieved through supplier negotiations.</p> <p>Customer feedback on facility (cleanliness and comfort).</p>
<p><b>Execute with Excellence</b></p>	<p>Lead the finance, facility and operational teams in accordance with BSL policies and procedures.</p> <p>Implement effective invoicing initiatives for partnerships and events/functions to ensure timely payments and reconciliations are achieved.</p> <p>Oversee the accuracy and timeliness of accounts receivable, accounts payable, payroll tax, FBT, invoicing, accruals, recording, bank reconciliations and implementing overdue accounts processes.</p> <p>Prepare end of year financial documents to external auditors and assist with requests for completion.</p> <p>In conjunction with external auditors - Prepare and complete Community Benefits Statement.</p> <p>Prepare and complete Workcover premium, insurance portfolio, ASIC statements, and BAS.</p> <p>Maintain, file, and archive financial information as required and according to statutory or legislative requirements.</p>	<p>Annual budgets are prepared and entered into the BSL financial systems.</p> <p>Cost efficiency measures/recommendations are implemented.</p> <p>Manage external auditors in conjunction with CEO.</p> <p>End of year financial statements are completed in a timely manner prior to the AGM.</p> <p>All compliance and regulatory requirements are completed in a timely manner.</p>
<p><b>Values</b></p>	<p>Uphold and demonstrate BSL’s vision, mission, and values by always upholding our charter.</p> <p>Demonstrate consistent behaviour in accordance with the BSL’s Values of Think Big, Excellence Impressive, Be Accountable, One Team, People First.</p> <p>Effective, efficient, and professional management of the business unit and its direct reports.</p> <p>Deliver BSL’s experiences, products, and services in line with the culture of excellence.</p> <p>Always act morally and ethically in all interactions with others.</p>	<p>Always Living the Core Organisational Values.</p>

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<p>Adhere to BSL systems and procedures as outlined in Ops Central.</p>	
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<p>Adhere to BSL's customer management practices as outlined in Ops Central.</p>	
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<p>Adhere to BSL Management System Ops Central.</p>	
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<p>Exercise discretion and independent judgment in taking commercial and operating decisions to achieve business results.</p>	
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### EQUIPMENT AND SYSTEMS

- Advanced PC software skills, including full Microsoft Office Suite
- Advanced knowledge of financial/accounting platforms - Xero system would be advantageous

### EDUCATION AND SKILLS

**Minimum  
Qualifications:**

- CPA or CA designation preferred
- Master's Degree in Accounting, Finance or Business
- Must hold a Working with Children's Check (WWCC)
- Must satisfactorily pass a Police Check

**Job, specific, skills,  
experience,**

**Knowledge and  
abilities:**

**Desired Knowledge and Experience:**

- Solid previous experience in a senior financial role is essential.
- Experience in managing an accounting software program.
- Understanding in PAYG Withholding, Superannuation, Work Cover, Payroll Tax, BAS required.
- Experience in the Gaming Industry is advantageous, but not essential.
- A thorough understanding of financial practices, compliance, and procedures.
- Current knowledge of issues, trends, and research-based evidence in the finance industry.
- Previous experience with facilities and asset management.
- Previous experience with risk and compliance oversight across a multi-faceted business.

**Desired Skills:**

- Exceptional attention to detail.
- Sound computer literacy, including knowledge of Microsoft Office and Accounting Software.
- Lead, engage, and mentor a team in achieving organisational goals.
- High level of prioritising and organisational skills.
- High level communication skills with a proven ability to build, maintain, manage, and influence internal and external relationships.
- Builds rapport quickly with a wide range of people both internally and externally.
- Ability to assume executive responsibilities promoting an inclusive and engaged team environment.

**Personal attributes:**

- Driven by strong ethics and values, is open, honest, and accountable for their actions.
- Professional attitude and work ethic.