

Finance Manager - Position Description



The Finance Manager leads Readings' financial operations and helps the business make sound financial decisions. That means owning the budgeting, reporting, and compliance that keep Readings on solid financial ground, and doing it in a way that brings the rest of the business with you.

Key Accountabilities

Financial Strategy and Planning

- Lead the annual budgeting and forecasting process, making sure it reflects what the business is actually trying to achieve
- Keep an eye on how we're tracking against our targets, and speak up early when something needs attention

Financial Management and Operations

- Oversee accounting, payroll, tax, and accounts payable and receivable — the day-to-day work that keeps the business running

Financial Reporting and Analysis

- Provide the Managing Director and management team clear, timely financial reports they can actually use
- Prepare our monthly, quarterly, and annual financial statements
- Turn the numbers into insights and recommendations that help leadership make good calls

Compliance and Governance

- Make sure we're meeting our obligations under financial regulations, accounting standards, and reporting requirements
- Work with our external auditors, banks, and tax authorities
- Keep our internal controls solid, so the integrity of our numbers is never in question
- Stay across our compliance obligations with regulators, across all our entities

Leadership and Team Development

- Lead the finance team day to day — making sure people have what they need to do good work, feel supported when things get busy, and know their contribution matters

Readings

- Look for ways to keep the team learning and improving, and build a way of working together that people enjoy being part of

Relationships

Reports to: Managing Director

Supports a small finance team

Works closely with: Management team, Shop Managers, Buying team

External relationships: System providers, ATO, Accountants, Auditors, Bank

What you'll need

Experience and knowledge

- Solid experience running a finance function or in a senior finance role, ideally in retail or a business with multiple entities. Understanding of end-to-end financial operations — accounting, payroll, tax, accounts payable and receivable
- Confident use of accounting and reporting software, with the ability to manage relationships with system providers and identify where processes can be improved
- Experience managing budgets, forecasting, and controlling costs across a business, with a track record of sound financial decision-making
- Understanding of statutory compliance obligations — BAS, GST, payroll, ATO — and what's required to keep a business on the right side of them

Skills and capabilities

- Ability to lead a finance team while also being a hands-on contributor. You understand that good financial leadership means the detail is right and the team feels supported
- Natural ability to translate financial data into insight — you can spot the thing that doesn't look right, and you know what to do about it
- Confident use of Xero (or similar) and other accounting and reporting software
- Confident presenting financial information to the Managing Director, management team, and the Board, and just as confident explaining a number to someone who's never opened a P&L
- Practical approach to resolving financial and operational issues as they come up, staying calm through a busy month-end or reporting cycle
- Highly organised with strong attention to detail, able to manage competing priorities and keep accuracy front of mind

Essential attributes

- Genuine care about getting the numbers right — you take ownership of the integrity of Readings' finances
- Alignment with Readings' values and Customer Service Charter — you understand what makes Readings special, and how finance supports that
- Continuous improvement mindset — you're always looking for ways to make things clearer and better for the business
- Calm under pressure — you can hold the detail and the deadline at the same time
- Understanding that your work has real impact — on shop managers trying to read their budgets, on leadership making decisions, and on Readings as a whole

Desirable (but not essential)

- Experience in the book industry or a similar values-driven retail business
- Familiarity with multi-entity reporting and consolidation
- Experience supporting or working closely with a Board

Readings