

Finance Manager

Role portrait

To accurately record, track, allocate and report on the financial status of the Langley Group in line with financial targets and regulation.

Who we are

Sue Langley founded the Langley Group (LG) with a unifying purpose: "To inspire and equip individuals, teams and organisations to show up more frequently as the best version of themselves."

Our Vision

To be global leaders in the practical application of positive psychology, emotional intelligence and neuroscience.



Our Values in action

Professionalism: Ensuring the highest standards to be the best we can be.

Intelligence: Teaching the science and being intelligent with emotions.

Relationships: Cultivating lasting positive connections with our clients and team.

Authenticity: Fostering our awareness, realising our strengths and practicing what we teach.

Zest: Living life with excitement and energy and transferring positive emotions.

Aesthetics: Savouring all the senses and bringing learning beautifully to life.

Growth: Growing ourselves, our clients, our partners across all areas of the business

Our Strategy

Everything falls out of our PVV
Our strategy is focused on Expansion / Growth

- Market
- Products
- Clients

BAU

Business as usual means continuing to:

- Increase our Diploma student numbers
- Increase the number of clients who work with us
- Build our reputation through our marketing and branding
- Build relationships with our clients with every interaction
- Increase the volume of MSCEIT and SP certifications we run
- Increase the use of psychometrics with our consultant clients
- Develop and improve the LG website
- Team growth through internal L&D
- Learning Management System

Our Goals

BAU Growing our reputation and client base in Australia / NZ

Market Focus on UK, Europe and Asia

DPP / SP / MSCEIT in London

Products Launching new LG products aligned to market need

Cert IV in Wellbeing Science

Advanced Diploma in Neuroscience of Wellbeing

Licensing our products - TTT and kits

Positive HR Toolkit launch

Online delivery – MSCEIT / webinar series

Video and activity series

Book

Clients More focus on larger interventions over time

More focus on building existing clients into global clients



We are energised to take a new approach to human resource management, and we choose to focus on more positive constructs of organisational behaviour such as self efficacy, goal setting, hope, resilience, pro-social behaviour, engagement and participation. Our aim is to uncover, foster and expand strengths and positive organisational behaviour. Below are strengths we have seen successful in this role.

- **Attention to detail** : you easily focus on the small things that others may miss ensuring accuracy.
- **Time optimiser** : you maximise your time and make the most out of whatever time you have available.
- **Organiser** : you are organised and love organising others
- **Rapport builder** : you love meeting people and making a real connection.
- **Adaptable** : you juggle things to meet changing demands and find the best fit for your needs.
- **Planner** : you make plans for everything you do, covering all eventualities.
- **Adherence** : you love to follow processes, operating within the rules and guidelines.

Qualifications and experience leading to success.

- 3-5 years' experience in a bookkeeping and account management roles.
- Graduate level qualification in a similar area.
- Proven experience with Microsoft suite.
- Proven experience in Xero accounting package and payroll package.

Many doors are open to you working with Langley Group. With us, you have the opportunity to work in special interest areas, grow your resilience alongside industry experts, and dynamically influence organisations and people throughout the world. We ask that you take a lead in your success, we love a proactive approach, well thought out initiative and innovation. We continually improve as we grow.

Key behaviours aligned to values

Our values guide our behaviour and actions. At the Langley Group, values are translated to actual outcomes for every role. This is what the values in action look like for you in your role.

Professionalism

Ensure the highest standard of reporting and accuracy of the data generated for LG and LGI.

Intelligence

Attention to detail, focus on the small things that others may miss.

Relationships

Ongoing support for all internal stakeholders in relation to the running of the company accounts.

Authenticity

Stay focused and resilient.

Zest

Be passionate.

Aesthetics

Attention to detail and brand.

Growth

Learning and developing new skills.

Key Outcomes

- As part of the team promote LG programmes and products to ensure programme attendance and product sales grow by 15% per annum.
 - Show accuracy and attention to detail in all financial transactions, including accounts receivable, payable, tax liability, reconciling and reporting.
 - Invoices are issued to clients within 10 working days after delivery.
 - Account queries are resolved accurately and in a timely manner.
 - Aged receivables, over three months, are less than 1%.
 - Accounts are paid within the Langley Group prompt payment terms.
 - Reconcile all bank statement accounts monthly, by the 10th of the month following.
 - Payroll is accurate and team members are supported with their financial requirements
 - Profit and Loss reports and other management reports inform leaders of the fiscal status of the business, are received by the 10th of the following month.
 - Update systems and be the Xero champion for the business.
 - Financial transaction records, stock purchasing, sales and any other transactions are entered on time and in the right way.
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- LG/LGI budgets are completed to a high standard.
 - Bi-annual expense to budget audit reduces waste.
 - The Company Accountant is supported to produce effective Management Accounting service for the Langley Group.
 - Accounting policies and procedures are useful, clear and well communicated. The target is to review and complete one policy every two months.
 - Payment terms are well documented and clearly communicated to all clients.
 - Feedback responses, internal and external, show high or very high performance.
 - Other reasonable duties as requested.
 - Proactively report on progress to goals in your role and on Langley Group projects.
 - Be an active, engaged and caring member of the team.
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By understanding ourselves better, we have identified some things we find very important. These are outlined below;

Meaningful work: a clear understanding of how the little things we do every day, make ripples of positive effect.

Autonomy: a feeling of high mutual trust and autonomy are realised with operational frameworks that support clarity, team work, and efficiency.

Wellbeing: in our workplace, we have an authentic understanding, respect and value for whole person wellbeing.

My Team: we are not afraid to put the Langley Group team members first, by caring, recognising individual strengths, being active communicators and having fun!

The Vision and Values: our vision, values, purpose and goals form our strategic framework and the work we each do has a clear line of site to delivering our vision!