

Position Description

Position Title:	Chief Financial Officer
Award/Classification:	Non-Award Salaried
Service:	Organisational Services
Reports to:	Chief Executive Officer
Direct Reports:	Service Manager - Finance, Corporate Services Team

This position description does not form part of the contract of employment and is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Our Vision:

Good mental health for all.

Our Purpose:

To strengthen the mental health, wellbeing and futures of people and communities.

Our Values

- We are courteous and have **respect** for each individual, particularly considering their beliefs, values, experiences and cultures.
- We act with honesty and **integrity**, holding ourselves to the highest ethical and professional standards.
- We understand our clients and communities and are flexible, innovative and **responsive** to their needs.
- We show empathy and warmth, are open and act with **kindness**.
- We build genuine connections and **relationships**, through teamwork, collaboration and consultation.

Position Purpose: As an integral member of the Executive team, the Chief Financial Officer (CFO) will oversee the financial and operational performance and position of Accoras to ensure long term sustainable growth. In this crucial role, the Chief Financial Officer will provide exceptional leadership and expert support to internal teams, enabling the organisation to achieve its strategic objectives and deliver quality outcomes for funders and clients. The responsibilities of the role include overseeing organisational services including Accoras' safety system, financial services, audit, business planning, business performance, data analysis and reporting, risk and compliance, governance, information technology, asset management including insurance and property. Additionally, the Chief Financial Officer will also serve as the Company Secretary, offering vital services to the Board and backfill for the Chief Executive Officer as required.

Accountabilities and Responsibilities

- As a member of the Executive Team, participate fully in the collective responsibility of delivering on organisational objectives.
- Manage the ongoing implementation of the Accoras financial management framework and develop financial reports/similar which promote effective budget management and reporting to CEO and Board.
- Provide clear leadership, direction, and management of the organisational services team, and ensure the achievement of each area’s operational workplans and objectives.
- Collaborate with other members of the Executive Team to promote and achieve organisational cohesion, the development of a culture of continuous improvement, and the promotion and adherence of organisational values and behaviours.
- Provide advice, regular updates and reports to the CEO, Board and Executive Team relating to financial performance, governance, safety, audit, risk and strategy.
- Provide strategic advice and support to the CEO regarding the planning, financial, evaluation, implementation, and management of current and future growth opportunities for the business.
- Manage assets, liabilities, and resources to support planned growth, including people and infrastructure.
- Oversee and create/manage the development and implementation of budgets, to monitor progress and present operational metrics both internally and externally.
- Provide support and education to employees, including senior management, to maintain robust program governance and recording systems, in accordance with company policies, and contractual obligations and monitor the use of all funds.
- Engage other members of the Executive Team and Senior Leadership Team to facilitate cross-service collaboration that ensures that all financial, governance, safety, IT and risk management solutions positively support Accoras’ evolving strategy, operational delivery, and data collection needs.
- Provide financial support and guidance to Accoras tenders, proposals, and responses to government/regulators within the Board’s business parameters.
- Develop and implement systems, processes and reporting that facilitate a culture of continuous improvement and lead Accoras through any quality audits as required.
- Oversee and monitor finance or organisational services external compliance reporting.
- Ensure a data governance framework is in place.
- Oversee the management of Accoras properties and assets, including purchases, contracts, maintenance and disposal.
- Provide contractual review and recommendations.
- Lead the organisation from a health, safety and wellbeing perspective ensuring the consistent implementation of workplace WHS practices for the business and oversee compliance with those practices.
- Provide education and support where required and lead Accoras through any safety audits as required.

Refer to the Position Description of the Company Secretary for its purpose, key accountabilities and responsibilities in addition to the selection criteria.

Role Selection Criteria

Qualifications & Requirements
<p>Essential</p> <ul style="list-style-type: none">• CPA or CA qualified.• Pass other suitability checks (e.g. criminal history).

Knowledge, Skills and Experience

Essential

- Demonstrated ability to professionally lead and manage the commercial and business management process, preferably in the not-for-profit sector, in accordance with organisation objectives and strategic directions.
- Demonstrated experience in successfully leading a professional group through transformation with proven ability to act and lead as an effective change agent, positively influencing outcomes and delivering benefits across the organisation.
- Demonstrated ability to professionally lead and manage the commercial and business management process, preferably in the not-for-profit sector, in accordance with organisation priorities, objectives and strategic directions
- Experience in the development and implementation of organisational strategy and business plans.
- Experience with data governance, knowledge management and information management.
- Proven ability to develop and implement qualitative infrastructure that facilitates a culture of continuous improvement.
- People leadership experience and the proven ability to coach and develop direct reports.
- Experience in undertaking a range of audits (financial and performance), both at entity level and program level.
- Experience in a Company Secretary role or ability to undertake and apply relevant training to fulfil the role of Company Secretary within the first three months of commencing.
- Experience in developing and implementing risk management frameworks, updating to reflect the policy positions of the Board as required.
- Manage and work across a diverse range of highly complex tasks simultaneously to establish priorities and meet deadlines.
- Strong strategic financial management abilities including budget preparation and scenario analysis, management accounting and forecasting and end of year statutory financial accounts.
- Ability to demonstrate an evidence-based approach to decision-making, balancing governance and innovation and in delivering strategic and operational advice.
- Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, stakeholders and the community, both verbally and in writing.
- Collaborative and flexible style, with a strong service mentality.
- A solution-focused, flexible can-do approach to support internal business units to deliver high quality outcomes.
- High level of proficiency in Microsoft Office software, specifically Outlook, Word, and Excel and a good working knowledge of IT systems and processes.
- Experience as a Project Sponsor and the ability to sponsor a transformational project in a diverse organisation.

Desirable

- Strong understanding of funding agreement requirements relating to program budgets, expenditure and reporting.
- Strategic thinker who makes informed decisions aligning with long-term objectives, driving sustainable growth by considering the bigger picture.
- Formal coaching or mentoring certification or significant experience as an uncertified coach or mentor.
- Knowledge of change management processes.

Key Relationships

Internal	CEO, Board, Executive, Senior Managers, Finance, Organisational Services and all other Accoras Teams.
External	Funding bodies, industry stakeholders, external auditors and advisors, suppliers.

Position Description Approved By (name and position):	
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Employee Acknowledgement

I acknowledge that I have read and agree with the position description and will adhere to the values, responsibilities and performance expectations therein.	
Signed:	
Name (please print):	
Date:	