

Authorising Officer: Chief Executive Officer

Position title	Chief Financial Officer (CFO)
Employee name	
Department/Service	Corporate Services
Location	Head Office, Carnegie
Position reports to	Chief Executive Officer
Positions reporting to this role	Corporate Services Team including Facilities, IT, Administration and Finance (approximately 25 positions)
Financial delegation	As per executive delegation statement.
Budget accountability	Direct accountability for Corporate Services and related areas; indirect for treasury and related functions.

Work Environment (e.g. Office based, Residential based, Community based)

This position is based at the head office in Carnegie; some travel within Victoria; occasional travel interstate.

Position Summary	This role is responsible for leading the corporate services team to manage financial risk, planning and reporting, as well as certain aspects of operations (including fleet, real property, other assets, and information technology), and providing strategic advice and leadership.
Key Selection Criteria Essential	<ul style="list-style-type: none"> • Tertiary qualifications in Finance and Accounting • CPA or CA • Extensive experience in a similar role within a large and diverse organisation with a strong focus on business process reengineering and systems development • Extensive leadership and generalist management experience • Sound financial and people management experience; • Excellent interpersonal, presentation and communication skills to all levels of the organisation (from Board through to operational staff); • High level change management, project management and problem solving skills; • Proven track record in supporting business development and strategic growth; • Ability to manage, develop and deliver customer focused support services; • High degree of integrity and a values driven approach.
Key Selection Criteria Desirable	<ul style="list-style-type: none"> • Post graduate qualifications in relevant or breadth field
Other requirements of the role(e.g. licences, professional memberships)	<ul style="list-style-type: none"> • Police check • Victorian Driver's Licence

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Job Profile

Specific key responsibilities of this role include;	
Strategic and Business Planning	<ul style="list-style-type: none"> • Together with the Board, the CEO and other key stakeholders, lead the development and implementation of the Strategic Plan and business unit plans, including the business plan for Corporate Services. • Work collaboratively with the EO - Development to research, explore and implement business development or partnerships.
Leadership and Operational Management	<ul style="list-style-type: none"> • Contribute to the leadership of the organisation, in particular, contribute to the executive team. • Lead and oversee the Corporate Services team to operationalise relevant Business Plans. • Establish appropriate systems, communication channels and reporting mechanisms to enable good management. • Coach and develop immediate reports and ensure effective performance and development of the team through setting workplans and learning and development plans and completing performance appraisals. • Sound management of escalated issues.
Financial and Operational Management	<ul style="list-style-type: none"> • Provide timely and accurate financial reports to a variety of users, including the Board, Audit, Risk & Compliance Board Committee, Executive, Regional Service Managers and others. • Collect, analyse and provide accurate and insightful financial reports and forecasts for the entire organization • Advise on the financial implications of corporate decisions and establish the financial soundness of proposed acquisitions and divestment of assets or businesses. • Optimally manage financial assets and the safekeeping of the organizations material assets. • Prepare and review the organizations' financial statements, including supervising the annual financial audit. • Manage multiple entity integration and reporting, including JV accounting • Ensure robust purchasing procedures and adequate tracking of resources. • Ensure best practice fleet management. • Oversee compliance with Disability Leasing Model Legislative requirements. • Oversee building management across 100+ residential and office buildings. • Develop, document and maintain good systems for the organisations corporate services. • Liaise with the outsourced IT support organisation to oversee our Citrix network and other IT. • Oversee the current KCS accounting system, migrate to a new accounting system, and participate in CareLinkPLus client management system, Chris21 HR system and other systems as appropriate.

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<p>Business Administration</p>	<ul style="list-style-type: none"> • Work closely with the Executive Officer- Development to ensure activity is appropriately costed for financial sustainability and that service financial models are embedded in budgets; • Financial and service performance and management, reporting, analysis, issue identification and improvement, budget planning and management; • Other responsibilities include:- <ul style="list-style-type: none"> • liaise with Manager - Practice Governance in implementation of Enterprise Risk Management Framework • participation on the Quality & Risk Management Committee; • participation on relevant sub committees of the Board and other relevant internal/external committees/task groups and meetings; • key stakeholder management (particularly with government and non government services providers, community groups and other interested parties); • act as a representative of the EWTF network to industry & government as appropriate.
<p>General key responsibilities of this role include;</p>	
<p>Occupational Health and Safety (OHS) and Risk Management</p>	<ul style="list-style-type: none"> • Ensure organisational risk is minimized by implementing OHS systems and ensuring the safety of workers at all times; • Ensure potential hazards - including financial and reputational hazards - are reported, documented and acted upon to remove or minimise risk; • Ensure all decisions are made or advice sought to balance potential OHS risks with quality of life for the individual.
<p>Quality</p>	<ul style="list-style-type: none"> • Participate in program design and ensure new activity design is consistent with financial sustainability; • Lead the development and direction of policy and procedures relevant to Corporate Services; • Liaise with the Executive team to respond to trends from reporting and analysis to improve service delivery;
<p>Environmental Sustainability</p>	<ul style="list-style-type: none"> • Embed environmentally sustainable practices in core business processes • Contribute to achieving reduction targets in our key environmental areas of waste/paper, energy, water and transport.

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I acknowledge that:

- Statements included in this position description are intended to reflect duties and responsibilities that I may be required to undertake and are not to be interpreted as being all inclusive
- I have read, understood and accepted the above position description and associated attachments.

Employee signature:

Print name:

Date:

Line Manager signature:

Print name:

Date:

Application details:

For further information regarding this role, please contact Breanna Lancaster, 8622 8505 or Clare McCartin, 8622 8516 at SACS Consulting..