

Position Description

Position Title:	Chief Financial Officer
Business Unit:	Finance – Jobs Australia Enterprises Ltd.
Location:	Armidale
Reports to:	CEO and Deputy CEO
Direct Reports:	Finance, Payroll and Fleet
Award & Classification:	Award free

Jobs Australia Enterprises Ltd, which is a well-regarded, high performing local organisation which supports the community and businesses. With our significant experience in the provision of professional 'hands on and localised' employment related solutions and a focused approach, we assist jobseekers into sustainable employment, as well as meeting the workforce development requirements of employers.

Mission

To create opportunities to positively impact people through employment, learning, development, and community-building initiatives.

To empower people to achieve their purpose through chosen pathways via our commercial and social enterprises.

Values

- *Courage:* Advocate for positive change in ourselves, our colleagues, our clients and our community
- *Integrity:* Be true to our word by doing what we say we will do
- *Respect:* Be inclusive of diversity and accepting we are all different
- *Accountability:* Be responsible for our own actions.
- *Working Together:* Be the team that reflects our Mission
- *Benevolence:* Recognise, celebrate and be grateful for the humanity, independence and individuality of people

Non-negotiables

- Be a team player
- Go direct
- Show professional courtesy

PURPOSE OF THE POSITION

Provide financial, accounting and management support to the executive team, including maintaining accounting policies and procedures; all financial, regulatory & statutory reporting.

Oversee the finance team, including managing staff performance, monitoring work flow and promoting a positive team culture focusing on meeting the service requirements of the organisation including its commercial and social enterprises and government contracts.

This role provides key commercial support in assessing projects, monitoring project performance, budgeting and forecasting.

Roles and Responsibilities:

- Primarily responsible for the planning, implementation and management of all financial activities, including business planning, budget creation and management, forecasting and development.
- Provide monthly reports to the Board including financials, cash flows and project review (KPI/actual).
- Prepare timely and accurate financial reports for the executive team as required.
- Monitor the financial performance of the organisation.
- Undertake accounting activities required to prepare monthly BAS, financial reports and cash flows.
- Participate in tendering processes ensuring detailed documentation including transparency of workers compensation estimates.
- Provide detailed reporting for each cost centre.
- Conduct internal review and analysis of PBI and not-for-profit charity eligibility.
- Proactively seek financial efficiencies across the organisation.
- Promote change and continuous improvement that supports organisational growth.
- Undertake all accounting and finance activities required to ensure business continuity including consideration of the financial impact of any workers compensation claims on premiums.
- Actively participate as a member of the team working toward achieving overall outcomes to meet contractual obligations required by Jobs Australia Enterprises.
- Attend meetings and staff training as reasonably requested by the Board or executive team.
- General housekeeping and other office duties as reasonably requested by the executive team
- Day-to-day management of the Finance Services Team. This involves, but is not limited to:
 - Facilitating a professional service focused team culture.
 - Encouraging and delivering excellent service to both internal and external customers.
 - Approving all actions undertaken by the Finance Services Team.
 - Seeking and implementing efficiencies in payroll processes.
 - Ensuring adequate documentation is maintained of payroll processed and procedures.
 - Training finance staff in new procedures.
 - Conducting staff appraisals and performance management as needed.

Competencies:

- Strong leadership skills
- Effective team management
- Ability to create and maintain budgets
- Accurate financial reporting
- Ability to meet deadlines
- Financial data analysis and problem solving
- Strong communication skills
- Proficiency in MYOB & Microsoft Office applications
- Thorough knowledge of Australian Accounting Standards and Procedures

Qualifications

We are seeking a Certified Practising Accountant (CPA) or Chartered Accountant (CA) who understands charity and not-for-profit organisations.

KEY PERFORMANCE INDICATORS

To competently perform in this position, the person should possess the following knowledge, skills and experience based upon the Key Performance Indicators outlined below.

K.P.I. 1

Customer Service

Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external clients.

- Act in a professional manner at all times when dealing with internal & external clients.
- Positively promote the organisation both internally & externally.
- Provide prompt and courteous service to all clients; including colleagues, other departments and the community.
- Maintain confidentiality on all issues relating to the organisation, our clients & fellow colleagues.
- Treat all clients with respect & equality, whilst being responsive to their needs.
- Maintain a professional and pleasing telephone manner and be responsive to telephone enquiries.
- Dress and personal presentation to reflect the organisation and/or industry standards and regulations at all times.

K.P.I. 2

Administration & Documentation

Through the use of the organisational processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Ensure that all documentation is accurate and completed in a professional and timely manner.
- Co-ordinate the office records and administration in a professional and orderly manner.
- Assist in developing and maintaining a Business Plan, associated financial policies and manuals.
- Manage the insurance program and associated claims for the organisation
- Establish and maintain an integrated asset register with associated procedures.

K.P.I. 3

Teamwork & Communication

Demonstrated ability to lead and develop a diverse team or participate as an active member of a team, consistent with the philosophy and policies of the Organisation.

- Be aware of, and practice according to, the organisation's mission, objectives core values and strategies.
- Demonstrate the ability to work positively within a team to achieve team goals.
- Work harmoniously with other team members to achieve service delivery excellence.
- Resolve any workplace conflict in a professional manner and through the correct organisational processes.
- Maintain and initiate regular and professional communication with all relevant colleagues and managers.

K.P.I. 4

Technical Skills & Application

Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures

- Ability to take primary responsibility for the planning, implementation and management of all financial activities, including business planning, budget creation and management, forecasting and development.
- Knowledge of charities and tax law relating to not-for-profit organisations
- Governance and its relation to Boards and management
- Ability to read and interpret awards and agreements
- Comprehensive knowledge of workers compensation legislation in the states in which we operate (NSW, Qld, Tas, WA, SA, Vic)
- Provide advice in organisational decisions relating to growth and viability.
- Prepare accurate and relevant financial information to guide and stimulate the organisation's financial position ensuring sound decision making
- A knowledge of labour hire legislation would be an advantage
- Comprehensive knowledge of tender process with emphasis on government tenders
- Oversee, monitor and improve the quality and timeliness of accounting services and information, and extend the scope of analysis to meet management and customer needs.

- Enhance and integrate all accounting systems and records to improve accuracy, efficiency and financial control.

K.P.I. 5

Workplace Health and Safety and Quality Assurance

Commitment to ensuring quality services are delivered to both internal & external clients through continuous improvement activities.

- Demonstrate an understanding of all relevant external legislation & internal policies and procedures that relate to this position and the organisation.
- Participate in and contribute to quality improvement programs and other organisational activities to meet service/accreditation standards.
- Participate and contribute in occupational health and safety activities to ensure a safe work environment for clients, community, staff and visitors.
- Maintain currency of AASB legislation and changes particular to not-for-profit organisations.

K.P.I. 6

Personal & Professional Development

Demonstrated experience and understanding of the need for continuation of both personal & professional development.

- Continually develop both personally & professionally to meet the changing needs of your position, career & industry.
- Attend all training sessions provided by the organisation and be actively involved in other training & development as required.
- Actively participate in the performance management process as required.
- Attend professional seminars to maintain knowledge of changing industry legislation.

SELECTION CRITERIA

Applicants are to address the following Essential and Desirable selection criteria

Essential Criteria:

- Relevant tertiary qualifications in Business and/or Accounting
- Experience in a leadership role and demonstrated effective team management
- An understanding of the need for continuation of both personal & professional development
- Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external customers
- A high level of written and oral communication skills with particular emphasis on report writing
- A proven ability or the capacity to maintain accurate and concise records.
- Knowledge of charities and tax law relating to not-for-profit organisations
- Experience in governance and its relation to Boards and Management
- Ability to read and interpret awards
- Comprehensive knowledge of workers compensation legislation in the states in which we operate (NSW, Qld, Tas, WA, SA, Vic)
- Ability to participate in tendering processes
- Ability to monitor and improve the quality and timeliness of accounting services and information to meet management and customer requirements
- Ability to audit all accounting systems and records to ensure maximum efficiency
- A proven capacity, or the ability to, work in a dynamic employment services team focussed on achieving outstanding levels of service for both employers and jobseekers.
- An ability to understand, comply and remain sensitive to the requirements of the *Privacy Act 1988* (Cth).
- Demonstrated knowledge of occupational health & safety legislation.

Desirable Criteria:

- A current driver licence
- A knowledge of labour hire legislation would be an advantage
- Previous employment services experience

Salary Conditions:

Remuneration will be dependent on experience and will be negotiated with the successful applicant. This is a full-time position that includes additional benefits such as: corporate dress allowance, salary packaging, company vehicle including personal use, phone and laptop.

Review of performance will be undertaken at 3, 5 and 12 months from commencement.

I acknowledge that I have read and understood my responsibilities with this job description.

Name: _____ Date: _____

Signature: _____

This document to be read in conjunction with contract of employment.