

# Chief Finance Officer



## Position description

<b>Responsible to:</b>	<b>Chief Executive Officer</b>
<b>Division:</b>	<b>Corporate Services</b>
<b>Status:</b>	0.8-1.0 EFT as negotiated - full-time is 38 hours per week
<b>Scheduled working days and hours:</b>	As negotiated

## Organisation overview

Formed in 1992 following the amalgamation of three smaller community employment organisations, and then expanded with the merger of Continuing Education Bendigo in 2014 and Our Shed in 2015, Access Australia Group (AAG) has grown to what is today a large and diverse not-for-profit, community based organisation. AAG is a registered public benevolent institution. As an internationally accredited organisation, the continuing focus of operations is to provide superior customer service and be an employer of choice. AAG operates five key divisions undertaking a range of operations:

- **Employment Services**
- **Registered Training Organisation, Access Skills Training**
- **Social Enterprises including PepperGreen Farm and PepperGreen Farm Catering**
- **Social Inclusion including Access Creative Studios**
- **Corporate Services.**

### Board of Directors

A board of voluntary directors governs AAG. Each member of the Board of Directors (Board) contributes a particular expertise to AAG in its mission of providing opportunities for people. All directors work in conjunction with the Chief Executive Officer (CEO), who has overall responsibility for implementing the policy and strategic direction of the Board.

## Mission

To enable people with disadvantage or disability to enhance their life outcomes through open employment, training and other opportunities

## Values

- **Quality Service and Best Practice**  
*We work with passion and commitment to continuously improve our performance.*
- **Diversity**  
*We value and support diversity, believing that every person has a right to be involved in their community*
- **Accountability**  
*We empower individuals to take responsibility for their actions*
- **Innovation**  
*We embrace a dynamic, creative and flexible environment*
- **Collaboration**  
*We seek value through internal and external partnerships*

# Responsibilities and duties: Chief Finance Officer

## Major Function and Purpose

To support the CEO deliver a successful business strategy and ensure business sustainability by driving effective systems and reporting in key portfolios including finance, risk, HR and payroll, ICT and ensuring obligations to ASIC and other regulatory bodies are met.

## Strategic and business planning

- As a member of the Senior Management Team, contribute to development of AAG's strategic plan and lead business plan development in areas of responsibility
- Prepare reports that provide performance monitoring against strategic and operational plans for AAG, CEO and Board.

## Financial

- Provide leadership, direction and management of the finance and accounting team
- Provide strategic recommendations to the CEO, members of the executive management team and the Board of Directors
- Manage the processes for financial forecasting and budgets, and oversee the preparation of all financial reporting including liaison with external auditors
- Advise on long-term business and financial planning
- Establish and develop relations with senior management, external partners and other relevant stakeholders
- Review all formal finance, HR and payroll related procedures
- Oversee the development and submission of financial statements and other reports to ensure compliance with Australian Charities & Not for Profit Commission (ACNC) and Australian Securities & Investment Commission (ASIC)

## Risk Management

- Understand and mitigate key elements of the company's risk profile
- Monitor all open legal issues involving the company and legal issues affecting the industry
- Construct and monitor reliable control systems
- Manage AAG insurance contract arrangements, including maintaining appropriate coverage and claims management
- Ensure that the company complies with all legal and regulatory requirements including ATO, ASIC and ACNC
- Ensure that record keeping meets the requirements of stakeholders including auditors and government agencies
- Report risk issues to the Finance and Audit committee of the Board of Directors
- Maintain relations with external auditors and investigate their findings and recommendations

## Human Resources and Payroll

- Take a lead in complex Human Relations issues and oversee staff to complete payroll functions
- Ensure compliance with all relevant HR/IR legislation and instruments
- Lead the AAG people and culture strategy which supports the attraction and retention of quality staff

## Health and Safety in the Workplace

Staff employed by AAG are expected to participate in Occupational Health and Safety (OHS) by:

- Adhering to AAG's policies and procedures in relation to OHS.
- Taking reasonable care to ensure that your own health and safety along with that of others is abided to as per the *OHS Act 2004*.
- Participating in the development of a safe and healthy workplace and adhering to safe work practices.
- Reporting any injuries, hazards or illnesses where practical, immediately to your supervisor or OHS representative.
- Not placing others at risk by any act or omission and not wilfully or recklessly interfering with safety equipment.

## Disability Worker Exclusion Scheme Check

As per the *Disability Act 2006*, staff of AAG are required to partake in a screening check against a Disability Worker Exclusion List which is operated by the Department of Health and Human Services before commencing employment. This check is designed to protect the safety and wellbeing of clients living with a disability and to exclude people who pose a threat from working in the disability service. Staff will have their status checked via submission of consent form to AAG along with a copy of current photo ID.

## Working with Children Check (WWCC)

Under the *Child Wellbeing and Safety Act 2005*, AAG is mandated by the Department of Health and Human Services to be compliant with the child safe standards that:

- Promotes the safety of children
- Prevents child abuse
- Ensures effective processes are in place to respond to and report allegations of child abuse
- Encourages children to "have a say", especially on issues that are important to them or about decisions that affect their lives.

As an element of these standards is safety screening, all staff of AAG are required to hold an employee Victorian Working with Children Check card or a current Victorian Institute of Teaching (VIT) registration card.

## Police Check

All AAG staff are required to undertake a police check prior to commencing employment. If an employee can produce evidence of a police check that is not more than 3 months old, they will not be required to undertake another check.

## Probationary Period

The probationary period for staff employed by AAG is 6 months. During this time, AAG or the employee can terminate employment for any reason. The purpose of this probationary period is for both parties to decide whether the employee is suitable for the position and / or the organisation.

## Equal Opportunity

AAG is committed to providing an environment that is free of discrimination. All staff are entitled to access employment, promotion, training, transfers, and benefits on the basis of merit and will be assessed on the basis of their skills, qualifications, abilities, prior work performance and aptitudes.

## Inclusion

Access Australia Group strongly encourages Aboriginal, Culturally Diverse community members and people with disability to apply for this position.

## Signatures

Name: .....

Signature: .....

Date: / /

\_\_\_\_\_  
Chief Executive Officer

Date: / /

## Key selection criteria

### Essential

- Tertiary qualifications with senior leadership experience and a CPA/CA accreditation.
- Senior level financial management expertise including taxation, compliance, asset management, insurance, reporting and legal issues in a complex organisation with significant income, contract management and reporting requirements.
- Ability to operate strategically with an ability to problem solve, support and understand challenges at the operational level.
- Significant leadership and management experience in working with, advising and/or supporting Boards.
- Excellent interpersonal skills, diplomacy and political nous.
- Superior problem-solving ability and the ability to negotiate successful outcomes in potentially challenging circumstances.
- Senior leadership and people management expertise.

### Desirable

- Executive experience in a large not for profit/charitable organisation.
- A graduate of the Australian Institute of Company Directors (AICD).

Successful applicants will be subject to a Police Check and a Working with Children's Check.

Applicants ***must*** address the key selection criteria in their application

## Salary and conditions of employment

AAG developed an Enterprise Agreement, which took effect in 2016 and governs employment and related conditions.

Pay Range: Class 6 Band 7 \$85,989 - \$100,320 pro-rata, plus superannuation and leave loading, commensurate with skills, experience and qualification. Attractive salary packaging benefits may be available. *(All applicants are encouraged to obtain their own independent financial advice).*

## Application submission

<b>Address applications to:</b> Access Australia Group PO Box 276 Bendigo VIC 3552	<b>Or deliver in person to:</b> 18-20 St Andrews Avenue Bendigo VIC 3550 <b>Or via email to:</b> Liz.march@aag.org.au
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Applicants may visit the AAG web site at: [www.aag.org.au](http://www.aag.org.au)

Access Australia Group operates under an Equal Opportunity Policy and Occupational Health and Safety Policy and in accordance with current legislation. We encourage people from different backgrounds to

*apply for positions within our business, including Aboriginal and Torres Strait Islander peoples, people from Culturally and Linguistically Diverse (CALD) backgrounds and people with disabilities.*