



**SUPPORTED COMMUNITY
ACCOMMODATION SERVICES**

CHIEF FINANCIAL OFFICER

JOB & PERSON SPECIFICATION

MAY 2018



ROLE TITLE: Chief Financial Officer	
REPORTS TO: Chief Executive	
ORGANISATIONAL OVERVIEW	
<p>Supported Community Accommodation Services (SCA) is a public corporation established to provide safe, quality services for people with disability under the National Disability Insurance Scheme (NDIS). The SCA's strategic agenda is to design and provide a flexible, person-centred service that supports people with disability to achieve their goals and live their lives how they choose and to implement organisational reform so that the service can operate sustainably under the NDIS. The SCA is required to operate on a cost-recovery basis, transparently and accountably to support an efficient and effective disability market in line with South Australia's strategic objectives. The SCA works in partnership with federal, state and local governments and with a range of community organisations to make a real difference to the well-being of South Australians with disability.</p>	
PRIMARY PURPOSE	KEY RELATIONSHIPS/INTERACTIONS
<p>The Chief Financial Officer is accountable to the Chief Executive of Supported Community Accommodation Services (SCA) for:</p> <ul style="list-style-type: none"> • The performance of SCA in line with the <i>Public Corporations (Supported Community Accommodation Services) Regulations 2017 (SA)</i> (under the <i>Public Corporations Act 1993 (SA)</i>). • The performance of SCA in line with its Charter and performance statement. • Leading the development and implementation of SCA's strategic financial plan to deliver the Board's strategic objectives. • Leading Corporate Services within SCA. • Leading the development and implementation of strategies to commercialise the operations of SCA, including overseeing unit price costing. • Leading the accurate reporting of SCA's financial position through developing forecasts, reporting results, analysing variances and developing improvements. • Overseeing the preparation of all financial reporting. • Leading and implementing performance indicators and measurement tools for evaluating outcomes and recommending operational and business reforms to ensure continuous improvement. • Promote the efficient, effective management and use of SCA's resources. • Reporting to and working with the Chief Executive on all financial matters so that the Board is informed of any emerging factors that could preclude achievement of performance outcomes. • Provide advice, analysis and recommendations to strategically enhance the financial and commercial performance of SCA. • Establishing and developing collaborative working relationships with senior management and stakeholders. 	<ul style="list-style-type: none"> • Chief Executive Officer, SCA • Board of Directors, SCA • Department of Treasury and Finance • Auditor General • Shared Services SA • National Disability Insurance Agency • Key personnel across all levels of government
AUTHORITY TO ACT/DELEGATIONS	QUALIFICATION
<ul style="list-style-type: none"> • Human Resources Delegations • Financial Authorisation 	<ul style="list-style-type: none"> • An appropriate tertiary qualification • Current membership with CPA Australia or the Institute of Chartered Accountants
LINE MANAGEMENT RESPONSIBILITY	SCOPE OF INFLUENCE
<ul style="list-style-type: none"> • This role has line management responsibility for senior managers within the Finance Directorate. 	<ul style="list-style-type: none"> • Approved FTE – approximately • Budget – approximately
SPECIAL CONDITIONS	
<ul style="list-style-type: none"> • Inter and intrastate travel. • Successful applicant will be required to satisfactorily complete a Background Screening and National Criminal History Record Check (NCHRC) prior to being employed and every three years. 	



PRIMARY OUTCOMES AND RESPONSIBILITIES	
Competency	Behavioural Indicators
Strategic Financial Management	<ul style="list-style-type: none"> • Drive the commercial direction within SCA. • Provide strategic recommendations to the CE and members of the executive management team. • Managing the processes for financial forecasting and budgets, and overseeing the preparation of all financial reporting. • Lead the development and implementation of strategic financial plans and policies that meet legislative obligations and reflect the objectives set out in SCA's Charter and Performance Statement. • Lead unit price costing within SCA to promote a customer driven environment. • Establish performance indicators and measurement tools for evaluating outcomes and recommending operational and business reforms for continuous improvement. • Oversee all financial and budget reporting to ensure accuracy and compliance with legislation and government requirements. • Enhance the commercial and financial performance of SCA through providing robust analysis.
Strategic Direction	<ul style="list-style-type: none"> • Provide leadership on issues of corporate and strategic importance to SCA. • Provide high level leadership and provide financial and strategic advice and support to senior management and staff within SCA and other departments. • Review and align the financial plan and strategies so they support SCA's overall strategic direction, including the promotion of a customer driven environment. • Monitor government reporting requirements and the implementation of effective data management and accountability systems. • Represent the Chief Executive of SCA on working parties or committees and provide strategic insight and direction on issues affecting SCA. • Provide advice to the Chief Executive and relevant senior managers within SCA and stakeholders in other relevant departments on the financial performance of SCA. • Identify and lead the development of strategies to address performance issues. • Report to and work with the Chief Executive to provide high level advice and analysis to the Board of SCA. • Advising on long-term business and financial planning.
Leadership and Management	<ul style="list-style-type: none"> • Provide leadership, direction and management of the finance and accounting and Corporate services teams. • Lead the implementation of strategies and policies to meet legislative obligations. • Develop realistic and meaningful performance indicators and mechanisms. • Review staff and business performance and provide feedback to the Chief Executive and senior management within SCA. • Provide training and development opportunities for staff to support an appropriately skilled workforce and high quality service provision. • Effectively manage to promote the health and safety of staff. • Establishing and developing relations with senior management and external partners and stakeholders. • Communicate clearly and effectively to establish collaborative working relationships with a diverse range of stakeholders. • Lead the provision of excellent customer service.
Resources and Risks	<ul style="list-style-type: none"> • Manage internal resources according to organisational priorities identified through the strategic planning process and whole of government priorities. • Identify and successfully manage strategic risks through effective mitigation and prevention. • Analyse management and accountability structures in the organisation against public sector standards and put strategies in place to provide continuous improvement. • Analyse and implement legislative and government policy requirements and evaluate compliance outcomes. • Abide by the laws, regulations and policies determining public sector activities. • Contribute to the SCA's sustainability initiatives.



CORE ORGANISATIONAL COMPETENCIES

The South Australian Executive Service (SAES) competency framework comprises of five core competencies which form the DNA of leadership within the public sector. The use of the competency framework enables executives to measure performance and manage succession, building executive strength and talent in public sector roles. The five core competencies of the SAES framework require executives to be able to:

Competency	Behavioural Indicators
Shape Strategic Thinking and Change	<ul style="list-style-type: none"> • Create vision • Inspire • Think and act strategically • Lead and influences change • Solve problems
Achieve Results	<ul style="list-style-type: none"> • Achieve and deliver results • Drive organisational effectiveness • Exercise sound judgement • Manage compliance with legislation • Assume accountability • Evaluate • Apply technical expertise
Drive Business Excellence	<ul style="list-style-type: none"> • Influence organisational performance • Predict and plan for future organisational needs • Leads and develop people • Build capability and expertise • Promote a client service ethos • Direct resources
Board/Management Dynamic	<ul style="list-style-type: none"> • Demonstrates openness and transparency in all communications and dealings with the Chair and Board • Ensures Board is kept informed of material matters in a timely manner • Ensures that Board's strategies, policies and decisions are implemented and followed by Management
Forge Relationships and Engage Others	<ul style="list-style-type: none"> • Develop and use political savvy • Negotiate and influence • Manage conflict • Promote information sharing and the gathering of knowledge • Establish and maintain strategic networks • Communicate clearly and adapt to audience
Exemplify Personal Drive and Professionalism	<ul style="list-style-type: none"> • Model the South Australian Executive Service Values • Model ethical behaviour and practices consistent with SA Government Code of Ethics for the Public Sector Employees and DCSI stated values • Engage with risk and show personal courage • Display flexibility and resilience • Demonstrate self awareness and a commitment to personal development • Promote and integrate diversity into the workplace • Value wellbeing for self and others



HOW TO APPLY

Applications in Word format only should be forwarded to Bernie Dyer by email to 23114@hender.com.au

Applications are encouraged immediately with a final close date of Friday, 18 May 2018.

Telephone enquiries are welcome and may be directed to Bernie or Gill Manser on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.