



**CHIEF FINANCIAL OFFICER**

**JOB & PERSON SPECIFICATION**

**MAY 2019**



## JOB SPECIFICATION

**POSITION:** Chief Financial Officer

**BUSINESS UNIT:** Corporate Management

**CLASSIFICATION:** Executive

### ORGANISATION ENVIRONMENT

As the State's largest provider of disability services, Minda is stimulating growth and development opportunities for more than 300 people in supported employment; creating pathways for over 300 young people through various day options; supporting countless South Australian families through respite services; and providing accommodation for over 500 people, with almost 250 of those living in the community.

At Minda, we believe we are passionate, respectful, accountable, innovative, successful and ethical, and these core values are central to our delivery of Person Centred Thinking, in line with the United Nations Convention on the Rights of Persons with Disabilities. This individualised approach means that we are able to create an environment where people with intellectual disability can further embrace and enjoy the experiences of life.

### SERVICE DELIVERY

The Chief Finance Officer will operate within Minda's Executive encompassing finance, budgeting and procurement, business information services, payroll and rostering, fleet management and storage and distribution. Its main purpose is to provide the highest level of service by establishing and implementing sound frameworks, policies and practices that meet all compliance and business needs to support the Board, the Chief Executive and business units.

### JOB ROLE AND OBJECTIVE

The position of Chief Financial Officer (CFO) is responsible for developing and leading Minda's financial strategy. The CFO is responsible for Minda's long range financial planning as well as managing the budget process, financial reporting and management. This includes valuation of future opportunities and/or acquisition of commercial business and revenue streams, identifying/developing the potential of the business, streamlining operations and optimising the assets and financial performance of Minda.

The CFO has accountability for the corporate functions of Procurement, Business Information Services, Finance and Investments, Payroll and Rostering.



## KEY RESULT AREAS (KRA)

### 1. Provide strong and positive leadership by:

- developing a supportive environment that fosters open communication, innovative problem solving, responsible risk taking, performance ownership and the enablement of individuals commensurate with position delegations;
- establishing key result areas, performance objectives and measures for direct reports and ensuring effective performance management and development is conducted consistently through the Corporate Services business unit through continuous feedback and the annual formal performance review process;
- overseeing the recruitment, induction, training, development and supervision of employees including volunteers/placement students;
- monitoring staff mix to ensure appropriately skilled and qualified staff deliver high quality services to clients/residents;
- developing and maintaining relevant professional development programs, staff training and education consistent with team plans and individual performance management outcomes.

### 2. Ensure the assessment, acquisition and development of commercial income generating opportunities consistent with Minda's organisational objectives and strategic directions by:

- leading and developing financial strategies that ensures the ongoing viability of Minda and developing long term income generating strategies which take account of complex policy, financial and corporate drivers;
- overseeing and undertaking complex financial analysis employing contemporary financial techniques to evaluate potential projects and strategies;
- consulting with other Executives to identify opportunities for commercial development of their services or other services that have synergies with Minda's core business;
- maintaining knowledge of other industries to identify business development or acquisition opportunities that fit with Minda's strategic directions;
- analysing and managing financial business risks and probity issues with high levels of financial ramifications;
- managing acquisitions, tenders and bids as required.

### 3. Actively participate in governance, business and strategic planning initiatives and contribute to executive level decision making by:

- assisting the CEO with the development of key business performance indicators for the organisation;
- identifying, monitoring and reporting of organisational financial risk management;
- accountability for the development of long term financial projections and the annual organisational budget;
- ensuring the development of financial policies and procedures in asset management, facilities planning and investment planning;
- achieving ongoing reduction of operating cost overheads by identifying business re-engineering opportunities and effective cost management and reduction initiatives;
- overseeing procurement processes ensuring maximum benefits are realised through aggressive purchasing strategies and management of the organisations supplier contracts;
- overseeing the payroll and workforce rostering function.



#### **4. Act as the Strategic Financial Adviser to the CEO and Board by:**

- providing financial leadership and support in negotiations with government and other agencies in regard to the operating budget ensuring the financial resources available are maximised to meet organisational objectives;
- providing strategic leadership in the development of Minda's operating budget strategy and
- ensuring the performance of the budget, providing advice on adjustments so that the financial objectives of the organisation are achieved;
- ensuring capital financial planning and investment management and planning is in support of Minda's strategic plan;
- making recommendations concerning the management of funds, developing short to long term funding plans for current and future expansion projects, including accessing highly competitive and innovative funding;
- overseeing preparation of monthly, quarterly and year end financial statements and ensuring the provision of timely and meaningful financial management reports by the financial department to the CEO and the Board of Minda;
- managing financial forecasts, including capital management, and the overall balance sheet risk management within Board set policies and parameters;
- providing general oversight of the Company Secretarial functions;
- ensuring compliance with State and Federal regulations.

#### **STANDARD JOB REQUIREMENTS**

All employees must:

- Conduct their duties in accordance with Minda's Purpose, Vision and Values Statements.
- Contribute to the Goals of the organisation as identified by Minda's Strategic Plan.
- Comply with Minda's conditions of employment, specifically the Code of Conduct, Confidentiality Agreement, Bullying and Harassment and other generally applicable policies and procedures.
- Complete and keep up-to-date Essential Training requirements within the appropriate timeframes.
- Adhere to the legislative requirements of the role, including but not limited to the WHS Act, Workers Rehabilitation & Compensation Act, Equal Opportunity Act and Anti Discrimination Act.
- Adhere to, promote and comply with all quality systems and risk management policies, procedures and processes.
- Be physically and mentally capable and present themselves in a fit state to conduct their duties.
- Actively participate in performance reviews, performance development or performance improvement and training as required.
- Undergo a satisfactory police record history check on a regular basis as required.
- Be willing to work reasonable overtime to meet specific requirements on occasion.
- Be willing to attend training and development programs as directed.



## WORKPLACE HEALTH, SAFETY & WELFARE

All Managers have a duty of care and responsibility to provide a safe work environment, resources and systems of work within their designated Cost Centres by:

- Ensuring WHS & IM plans, policies and procedures are communicated to staff and implemented
- Conducting safety risk assessments with staff.
- Monitoring adherence by staff to WHS & IM plans, policies and procedures.
- Ensuring all WHS matters are reported including incidents and hazards to next level up manager and WHS Dept.
- Conducting training needs analysis and ensures staff training is up to date.
- Conducting incident investigation and implements corrective and preventative measures /controls.

As an employee you must:

- Adhere to policies and procedures and follows all reasonable instruction.
- Attend required training.
- Participate in safety risk assessments with supervising manager.
- Participate and assists in safety related investigations.
- Participate and / or assist with safety auditing.
- Report all hazards, incidents and near misses within appropriate timeframes.
- Protect own safety at work and avoid adversely affecting the health and safety of others through an act or omission at work.
- Use equipment supplied.

## QUALITY & RISK MANAGEMENT

All Managers must:

- Ensure that quality and continuous improvement are integral to operations.
- Ensure that staff are aware and trained in essential policies, procedures and processes.
- Assist implementation, reviews (QA internal audit), monitoring and reporting for compliance to Minda policies and procedures within area of responsibility.
- Conduct & participate in internal QA audits and reviews as required.
- Ensure effective & timely close out of continuous improvement actions.
- Participate in risk assessment.
- Report to the Senior and/or Executive Manager any risks.
- Complete hazard and incident reports as per procedure.

## REPORTING RELATIONSHIPS

This position reports to the Chief Executive Officer.

Positions reporting to the Chief Financial Officer are:

- Financial Controller
- Manager, Payroll and Rostering
- Senior Manager, Business Information Services
- Project Manager BIS (temp)

## DECISION MAKING

As per Delegation of Authority document at level 4.



## PERSON SPECIFICATION

### EXPERIENCE, KNOWLEDGE, SKILLS & ATTITUDE

#### Experience:

- Proven track record in a similar strategic leadership role with responsibility for leading financial and corporate services for a large and diverse organisation;
- Commercial business experience;
- Strategic and corporate planning expertise;
- Working with a senior executive team to deliver expert financial and commercial advice including financial implications of strategic management decisions;
- working with a Board of Directors and understanding of the requirements of an organisation in relation to the responsibilities and accountabilities of Company Directors;
- Establishing and overseeing the running of financial/accounting systems and practices which meet legislative and organisational requirements and which are best practice.

#### Skills and Abilities:

- Ability to develop and maintain effective working relationships with a diverse range of staff and external clients including the Board of Directors, the Executives and departmental staff to achieve cohesion and positive relationships;
- Ability to manage a diverse portfolio of businesses;
- High degree of initiative and self motivation;
- Demonstrated capability to think laterally and creatively and be innovative in finding workable solutions to complex problems;
- Demonstrated skills as a visible, inspirational and engaging leader with the capacity to coach, mentor and develop strong performers;
- The ability to provide transparent, honest feedback in a constructive manner and in delivering difficult messages;
- Proven ability to gather, organise, evaluate and provide high level analysis of relevant financial and economic data;
- Proven ability to develop and operate complex financial models;
- Proven ability to liaise effectively, including consultation and negotiation, with a range of stakeholders to facilitate their cooperation and support to achieve targeted outcomes;
- Proven effective commercial negotiation skills;
- Ability to contribute effectively and strategically to a multidisciplinary professional executive team;
- High personal and business ethics;
- Highly developed computing skills (including spreadsheet capabilities).

#### Knowledge:

- High level of knowledge with strategic business planning processes and emerging business trends;
- High level knowledge of the technical principles underpinning project evaluation including financial evaluations and conceptual differences to economic evaluations;
- Knowledge of business evaluation and valuation techniques and commercial financial structures;
- Understanding of challenges faced by the not-for-profit sector;
- Knowledge of legislative and governance frameworks and an understanding of government reporting requirements.
- Experience working in the community or not for profit sector or a strong understanding of the relevant accountability requirements and constraints.



## QUALIFICATIONS

### Essential:

- Tertiary qualification in relevant field
- Relevant business qualification
- CA or CPA membership or equivalent status

### Desirable:

- Post graduate qualification in Business/MBA

## OTHER REQUIREMENTS

- Department of Community and Social Inclusion (DCSI) Clearance Certificate
- Australian Driver's Licence (Insert if appropriate)

**Note:** This Position Description represents the job as it is today, however Minda Incorporated reserves the right to make changes to the position as required.



## HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call Andrew or Christian Gaszner on (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.