



CHIEF FINANCIAL OFFICER

JOB & PERSON SPECIFICATION

OCTOBER 2021

Position Title: Chief Financial Officer

Reports to: Chief Executive Officer

Organisational Overview:

At HomeStart we believe that affordable home ownership is essential to the health, well-being and ongoing sustainability of our communities. HomeStart’s role, within the framework of government policy, is to provide leadership and innovation in the housing finance sector by enabling more South Australians to fulfil their home ownership dreams. We do this through the provision of innovative housing finance solutions. More importantly, we do this through our core strength – our people.

Position Purpose:

The Chief Financial Officer (CFO) will be responsible for coordinating, leading and administering all the Financial, Analytical and Information Services (IS) functions and will be responsible for the review, structuring and establishment of systems, processes and reporting to ensure organisational growth. The CFO will play a critical role in developing and implementing strategy for HomeStart. As a member of the Executive team the CFO will be an advisor to this team, evaluating and assisting them with their financial plans and economic modelling. The CFO is also responsible for overseeing all fiscal and fiduciary responsibilities for HomeStart in conjunction with the CEO, Board and associated committees of the Board.

Our Values:

Achievement	Simplicity	Integrity
We are focussed on creating positive outcomes for each other	We are focussed on simplifying the way we do business	We are honest and genuine with each other

Positions reporting to this position:

- Finance Leader
- Information Services Leader
- Senior Analyst
- Business Intelligence Leader

Other significant working relationships:

Internal: CEO, Board, Audit Committee, Asset & Liability Committee, Executive Team

External: Internal & External Auditors, SAFA, Auditor General, DTF, Minister’s office, contractors, consultants, vendors

Primary outcomes and accountabilities

Key results areas

Performance measures

Operational Responsibilities

Finance

- Ensure that the operations of the Finance Department are managed to ensure that it efficiently and accurately generates all financial statements and reports, and reconciles all payments and account entries in a timely manner.
- Achieve all compliance related reporting and output is achieved
- Ensure that appropriate budgets are set, managed and reported on for all cost centres within HomeStart.
- Member of Asset & Liability Committee, attendee at Audit Committee, regular presenter at Board
- Provide financial and economic advice to Executives and Board
- Use available financial levers to ensure organisational performance targets are met
- Ensure the control environment is maintained and work constructively with HomeStart's external auditors and their representatives
- Provide facilities management services to the organisation across the three corporate offices, ensuring the physical environment is aligned with organisational values, corporate expectations and brand
- Oversee procurement activities ensuring alignment with government requirements and delivering value for money

Strategy and Planning

- Contribute to the strategic planning process in conjunction with the CEO, Executive Team, Board, employees and stakeholders, ensuring input and communication across the business.
- Meet all strategic and operational objectives through driving operational performance, effective management of budgets, and where appropriate, enhancing of operational effectiveness.
- Drive the development of the division's short, medium and long term strategy to support the achievement of HomeStart's corporate objectives.

Information Services

- Oversee the development, installation and effective operation of HomeStart's IS platform to ensure that it facilitates the achievement of the organisation's strategic objectives with appropriate cost effective IS solutions.
- Oversee development and implementation of IS operating systems that meet organisation and customer needs.
- Oversee the IS transformation programme in accordance with the IS Strategic Plan ensuring delivery, business engagement, and change objectives are met, and provide drive towards benefits realisation and leveraging.
- Oversee the operation of HomeStart's document and record management systems and their use throughout HomeStart.

Treasury

- Manage HomeStart's funding, liquidity and interest rate risk requirements ensuring compliance with Treasury Policies and risk appetite.
- Undertake regular assessments of HomeStart's balance sheet and all interest rate, liquidity and refinancing risks, and manage these risks within Board prescribed limits.
- Monitor HomeStart's asset earning rates, cost of funds and return targets and provide input to loan pricing recommendations to management.

Analysis and forecasting

- Ensure that HomeStart's management and Board is provided with accurate and timely financial forecasts, loan loss forecasts and loss provisioning policies and product and portfolio risk and performance analyses as required.
- Delivery of regular and timely forecasts, scenario analysis and forward projections on the portfolio, financial performance or other metrics as necessary
- Contribute to improvements to delivery of HomeStart's credit risk appetite
- Provide ad-hoc and timely analysis on facets of the loan portfolio, market or settlement / discharge trends to assist HomeStart achieving its strategic objectives

Business Intelligence

- Oversee the data warehouse in terms of organisational capability ensuring it meets the needs of the organisation and divisional/team reporting requirements, and driving a longer term strategy for data and reporting

Strategy & Planning

- Promote HomeStart's strategic vision, direction and purpose to the Finance Division and ensure each team member is aware of their role and contributions to the organisation and its objectives.
- Drive the development of the division's short, medium and long term strategy to support the achievement of HomeStart's corporate objectives.
- Establish KPI's for each direct report ensuring they are SMART and aligned to the organisational goals / objectives and strategic plan.

People Leadership

- Provide constructive feedback to team members at regular intervals i.e. one on one to resolve any issues and ensure achievement of objectives is on track and conduct a bi-annual performance appraisal with team members against individual performance plans.
- Oversee development of all divisional KPI's as Leader one removed.
- Provide developmental coaching and functional and management guidance to direct reports.
- Identify and manage poor performance.

Financial Management

- Work as a collaborative and constructive member of the Executive Team, supporting the CEO and other executives in achieving strategic objectives
- Ensure accounting standards are appropriately implemented and complied with.
- Develop annual administration budget(s) for the team/function.
- Monitor all relevant administration costs to ensure proper budgetary controls are exercised and budget variances are accounted for.
- Review and approve all expenses relating to relevant cost centres according to delegations specified in the Register of Financial Authorities document.

External Stakeholder Relations

- Create and maintain conditions for effective relations with relevant external organizations, government agencies, customers and vendors where appropriate.
- Respond to stakeholder queries in a prompt and courteous manner and resolve stakeholder issues that have been escalated.

Corporate Responsibilities

- Work in accordance with the Code of Ethics for South Australian Public Sector, and legislative requirements including but not limited to:
 - Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
 - Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
 - Disability Discrimination.
 - Independent Commissioner Against Corruption Act 2012 (SA)
 - Relevant Awards, Enterprise Agreements, Public Sector Act 2009,
 - Relevant Australian Standards.
 - Duty to maintain confidentiality.

- Smoke Free Workplace.
- Applying the principles of the HomeStart's Risk Management Policy and Practices.
- Ensure own and team compliance to HomeStart's financial policies and procedures.
- Ensure that all legal responsibilities attached to this role as noted in the Compliance Register are discharged, are properly recorded in the Risk Management System (RMS) and any breaches of these requirements are recorded as incidents in the RMS. Understand and follow workplace safety initiatives and procedures, identify hazards and contribute to a safe working environment.

Behavioural profile

Achievement	<i>Takes personal accountability and demonstrates initiative, determination and drive to achieve high quality results and innovative solutions that make a difference to our people and customers.</i>
Self-Actualising	<i>Seeks opportunities to develop and grow. Shows an awareness of and belief in own abilities. Brings energy and creativity to positively impact and influence others.</i>
Humanistic-Encouraging	<i>Inspires, encourages, challenges and supports others to improve and grow by genuinely listening and providing constructive and timely feedback.</i>
Affiliative	<i>Acts in ways which promote and support HomeStart as one organisation with a common purpose and set of values. Is prepared to set aside own agenda in the interests of HomeStart as a whole as well as supporting and encouraging co-operation within and across teams.</i>

Other Requirements

Essential criteria

- Degree level qualification in Accounting with CPA/CA qualifications.
- Previous executive experience including previous exposure to Board and Audit Committees
- Significant communication skills in order to negotiate major contracts and discuss government relations on behalf of the organisation.
- Ability to develop, modify or adapt organisational policies or to manage specialised projects requiring considerable interpretation.
- Ability to think strategically and critically challenge status quo.
- Ability to take a strategic view of technology and oversight of major project delivery
- Understanding of Information Services environments to deliver value adding outcomes (non technical)
- Demonstrated to take a holistic and strategic view of organisational performance as CFO

Desirable criteria

- Treasury management experience

Special conditions

- Must provide a satisfactory National Police Certificate at least every two years (commencing from appointment).
- Must undergo a bankruptcy check at least every two years (commencing from appointment).
- Annual completion of Australian Securities & Investment Commission "Statement of Personal Information"
- May be required to act in higher level positions, or assume additional accountability, as and when required.
- Flexibility in working across business units as required.
- Some out of hours, weekend work and intrastate/interstate travel may be required.
- 20 hours per calendar year of continuing professional development relevant to the role of responsible manager and must include activities dealing with product and industry developments related to credit and compliance training on regulatory requirements applying to credit activities.



HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.