



CHIEF FINANCIAL OFFICER

JOB & PERSON SPECIFICATION

JULY 2022

POSITION TITLE:	Chief Financial Officer	
DEPARTMENT:	Finance	
RESPONSIBLE TO:	Chief Executive Officer	
DIRECT REPORTS:	Staff and employees	
EMPLOYMENT TYPE:	Full time fixed term contract	
LOCATION:	Panorama, South Australia	
<input checked="" type="checkbox"/> National Police Check	<input type="checkbox"/> WWCC	<input checked="" type="checkbox"/> DCSI – Disability or NDIS Worker screening
<input type="checkbox"/> Medical	<input checked="" type="checkbox"/> Proof of full COVID-19 vaccination or an acceptable medical exemption	

Our Purpose

We exist to support people with disability to live the life they choose.

Mission and Values

To provide people with disability with a diverse range of programs from social to open employment. Bedford changes the lives of people with disability by building capacity, independence, and wellbeing through its social enterprises.

We provide a broad suite of support services including employment, learning, accommodation, and day option social activities.

We offer tailored services to meet individual goals, in the workplace and in the disability community-building healthy relationships, fostering skill growth, and hands-on support to all employees and the Bedford families' lives.

Above all, our social enterprises support individual choice and control, to allow people with disability to live the life they choose.

EXECUTIVE PORTFOLIO

This is an Executive Level portfolio, and therefore the responsibilities are broad, with accountability for specific business outcomes as well as the holistic strategic success and sustainability of our Social Enterprises. The incumbent will be required to lead in the strategic deliverables of the areas under their remit, provide a positive role model as an ambassador of the business, be highly collaborative and demonstrate authentic leadership across the diverse breadth of the business.

POSITION SUMMARY

The Chief Financial Officer will lead the finance function of the business, reporting directly to the CEO. The CFO will report to the Board and Committees for relevant financial, audit and risk information. The

CFO is part of the Executive Team and works collaboratively with that Team to develop strategy, organisational budgets and operational plans. The finance function is responsible for the financial statutory reporting requirements, tax and financial audit, management reporting requirements, reporting to external stakeholders, leading the treasury function for the business including oversight of the Bedford Investment Fund. Finance has responsibility for payroll, insurance and capital expenditure. Finance coordinates and manages the budget and forecasting processes.

KEY RESPONSIBILITIES

- Presentation of accurate and timely financial information including preparation of month end management accounts and insightful analysis/commentary. Presentation is to the Executive team and the Board on a monthly basis.
- CFO meets with the CEO, Chair and Deputy Chair monthly prior to the Board meeting to review financial performance of the organisation.
- External stakeholder reporting for investment relation purposes in Bedford's social enterprises.
- Compliance with all statutory requirements including ACNC, ASIC, audit, tax, insurance and banking.
- Risk management, implementing and controlling robust financial and operational controls, and ensuring satisfactory and timely completion of external audits.
- System improvement with a key focus on process efficiencies, improved dashboard reporting and data control.
- Working capital management including cashflow forecasting, management of accounts payable and receivable, forecasting of FX requirements.
- Oversees and manages the capital expenditure for the organisation and provides audit trail to measure the financial justification post expenditure.
- Working closely with the Chief Investment Officer and ARMC in managing the Investment Fund.
- Support the CEO and other executives in financial analysis and planning to develop and achieve the business planning goals including preparation of quarterly forecasts and annual budgets.
- Responsible for the timeliness and accuracy of payroll processing for the organisation.
- Assistance in providing financial information to the Transformation Executive and COO for the preparation of business cases.
- Assist the COO in raising capital for the Social Enterprises by liaising with external accountants to prepare an Information Memorandum and other transactional documentation.
- A detailed understanding of the NDIS and how funding from the NDIS works. Using this knowledge the CFO assists the COO and Head of Client Services to optimise NDIS funding.

SKILLS/ATTRIBUTES

Personal Attributes

- Must have held CFO or FD role for a minimum of 5 years previously
- Must have experience reporting to a Board in previous role.
- Qualified accountant
- Knowledge of NFP and Social Enterprises highly sought after
- Knowledge and experience in commercial operational roles required
- Strong understanding of ERP platforms and experience with developing systems strategy
- Highly disciplined and organised given volume of workload and disruptive environment of disability employment.

- Possesses a can-do attitude.
- Flexible and approachable, with a friendly manner.
- A highly skilled communicator with strong negotiation and influencing skills.
- Strong stakeholder engagement skills and collaborative working style.
- Achievement focused, with attention to detail and the ability to deliver outcomes within demanding timeframes.
- Strong focus on continuous improvement with the ability to work across the business to broker appropriate solutions to business challenges.
- Strategic thinker who understands business models and change management



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.