



**NON-EXECUTIVE DIRECTOR**  
**JOB & PERSON SPECIFICATION**  
**APRIL 2025**

- Position Title:** Non-Executive Independent Director - Finance
- Reports To:** Chair, AMA SA Board
- Term:** As per the constitution of the AMA SA or as determined by the Board

### **Role Overview**

The Independent Non-Executive Director – Finance is responsible for contributing to the overall governance, strategic direction, and management of the AMA SA. More specifically, this role on the Board will ensure AMA's compliance with financial regulations and standards, help set financial goals, identify risks, and support strategic planning to maintain financial stability.

This role involves ensuring the delivery of accountable corporate performance in accordance with the organisation's goals and objectives. The Non-Executive Director (NED) will work collaboratively with fellow board members and executive to oversee the implementation of strategies, monitor organisational performance, and ensure compliance with legal and ethical standards.

### **Key Responsibilities**

#### **1. Strategic Direction and Oversight:**

- Provide strategic direction and participate in the development and review of the AMA SA's strategies and objectives.
- Monitor the strategic direction and the attainment of the organisation's objectives in collaboration with the CEO and executive team.
- Oversee the implementation of the strategic plan, ensuring alignment with the AMA SA's mission and vision.

#### **2. Governance and Compliance:**

- Ensure the AMA adheres to its constitution, legal requirements, and regulatory obligations.
- Review and approve internal compliance and control systems, ensuring they are robust and effective.
- Assure the ethical base of the organisation's conduct and activities, considering the interests of stakeholders.

#### **3. Financial Oversight:**

- Monitor the financial performance of the AMA, ensuring financial sustainability and accountability.
- Review and approve budgets, financial plans, and major expenditures.

- Ensure the accurate and timely reporting of financial results in accordance with regulatory requirements.
- Review and interpret financial statements, ensuring accuracy and compliance with relevant laws and regulations.
- Help set financial goals and objectives, aligning them with AMA SA's strategic plan.

#### **4. Risk Management:**

- Identify principal risks facing the organisation and ensure appropriate control and monitoring systems are in place to manage these risks.
- Review the effectiveness of risk management frameworks and practices.

#### **5. Leadership and Succession Planning:**

- Participate in the appointment and, if necessary, the removal of the CEO.
- Oversee executive succession planning to ensure the AMA SA has the necessary leadership capabilities for the future.
- Evaluate the performance of the CEO.

#### **6. Stakeholder Engagement:**

- Ensure effective communication and engagement with members and stakeholders.
- Oversee the development and implementation of policies and procedures that enhance stakeholder relations.

#### **7. Board Effectiveness and Development:**

- Contribute to maintaining a well-rounded board with a diverse mix of skills, knowledge, and experience.
- Participate in regular board evaluations and professional development activities.
- Engage in board succession planning to ensure continuous improvement and renewal.

#### **Qualifications and Skills**

- Graduate of AICD highly beneficial.
- Excellent communication and interpersonal skills, with the ability to engage effectively with a range of stakeholders.
- Familiarity with issues and opportunities facing the medical profession in South Australia.
- Experience in governance roles, preferably within the healthcare or not-for-profit sectors.
- Demonstrated strategic thinking and planning capabilities.
- Strong financial literacy and experience in overseeing financial performance and reporting.

- Understanding of legal and regulatory frameworks applicable to the AMA SA.
- Ability to identify and manage organisational risks.
- Commitment to the principles of ethical conduct, transparency, and accountability.
- Experience in executive leadership and succession planning.

#### **Personal Attributes**

- Integrity and high ethical standards.
- Collaborative and team-oriented approach.
- Analytical and forward-thinking mindset.
- Ability to challenge and support management constructively.
- Dedication to the mission and values of the AMA.

#### **Commitment**

- Willingness to dedicate the necessary time and effort to fulfill the responsibilities of the role.
- Availability to attend board meetings, committee meetings, and other relevant meetings and events as required.

This position description outlines the responsibilities and expectations for a Non-Executive Director - Finance at the Australian Medical Association South Australia. The successful candidate will play a critical role in shaping the future of the AMA SA and supporting the medical profession in Australia.



## HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Justin Hinora. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

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

### **Please Note**

Your application will be automatically acknowledged by a return email.