



**GENERAL MANAGER FINANCE
& FACILITIES**

JOB & PERSON SPECIFICATION

JUNE 2025



JOB DESCRIPTION

Position:	GM Finance and Facilities
Department/Business:	Can:Do Group
Responsible to:	Group Chief Executive and Risk Officer
Direct Reports:	Manager Facilities and Fleet Management Accountant Senior Finance Support Officer Finance Officer x 2 Systems and Data Analyst
Award Classification:	SCHADS level 8

Our Mission & Values

At Can:Do (Can:Do Hearing & Can:Do 4Kids) we are a responsible and inclusive organisation empowering generations of children and adults with hearing, vision and developmental needs.

Genuine Care | Honesty & Integrity | Do the Right Thing
Collaboration | Professional

Position Objective

As a senior member of the leadership team, provide strategic and operational oversight of the functions within your team, providing advice and support ensuring effective practices are in place and effectively implemented to enable the successful and sustainable delivery of services across the organisation.

Accountabilities

Key Accountabilities	Accountability Details
Financial management and achievement of annual and strategic plan outcomes.	<ul style="list-style-type: none"> Develop, review and improve organisational policies, procedures and work practices to ensure appropriate governance and effective operations across the organisation. Build financial capability across the organisation through specialist advice, recommendations, setting clear expectations and providing quality feedback. Manage the annual budget process, ensuring structure meets needs of the leadership team and Board, including profit and

	<p>loss, cashflow, balance sheet and capital budgets with accompanying analysis and related reporting.</p> <ul style="list-style-type: none"> • Monitor and report on investment portfolios, liaising regularly with external Investment Advisor to communicate operational and capital funding needs, review investment strategy and analyst performance and market changes. • Oversee preparation of monthly management finance reports, and end to end financial processing. • Engage and work with the Board (as required) as part of the leadership team including attending Board for Finance updates • Liaise with external auditor to facilitate audit process and prepare general purpose financial reports ensuring compliance with legislation and governing documents.
Management of IT, Facilities (including site based WHS) and outsourced agreements for IT	<ul style="list-style-type: none"> • Ensure adherence to budgets through the effective management of resources, external contracts, expenses and other costs. • Identify, assess and monitor Finance/IT/WHS (site-based) risks and drive the delivery of appropriate mitigation strategies. • Ensure all Finance/IT/WHS (site based) processes are compliant with relevant legislation, regulations, and standards. • Ensure functions are managed in line with policy and any legislative requirements. • Oversee delivery of functions as aligned to business or functional strategic plan.
Lead, support and guide the team	<ul style="list-style-type: none"> • To deputise for the Group Chief Executive as required • Ensure structure is sustainable and facilitates effective business outcomes and achievement against strategic plan. • Create and embed the organisations' purpose, values and strategic plan. • Provide specialist guidance and practical support to the team. • Support and coach the (broader) team providing the necessary knowledge, guidance and direction, enabling the success and delivery of KPI's and performance goals. • Provide strong leadership, people development and support to the team. • Build and maintain a strong, constructive working relationships with employees, focussed on achieving business goals and enabling them to work safely to their full potential. • Hold quality conversations providing relevant and timely feedback and invest in the development of our people to build team capability.

Knowledge, Skills and Experience

Foundation Knowledge, Skills, Experience and Qualifications	Essential Desirable or
Tertiary qualifications in Business, Finance or equivalent experience	Essential
Professional accounting qualification - CPA or CA	Desirable
Strong financial management skills with the ability to budget, analyse and present information to inform organisational decision making	Essential
Proven track record of driving business growth and positioning through successful financial strategies	Essential
Demonstrated experience in leading a business or team in operational and improvement projects.	Essential
Excellent written and verbal communications skills with demonstrated experience in developing strong stakeholder relationships	Essential
Demonstrated leadership experience with the ability to develop a team with diverse skillsets and needs	Essential
Experience with change management, process, system and business implementations	Desirable
Experience in the not-for-profit and/or disability sector	Desirable

Special Conditions

- Hold and maintain current South Australian Drivers license
- Hold and maintain satisfactory Working With Children's Check

Your PD outlines what the requirements of your role are. The behaviours you demonstrate are equally as important and form part of your PD.



HOW TO APPLY

Applications including a cover letter and CV 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.