

<b>Position Title</b>	<b>Executive Officer, Finance and Corporate Services</b>		
<b>Division</b>	Australian Counselling Association (ACA)	<b>Date</b>	June 2024
<b>Location</b>	Brisbane	<b>Reports to</b>	Jodie McKenzie, CEO
<b>Direct Reports</b>	1-3		
<b>Position Purpose</b>			
The purpose of this role is to provide strategic leadership for the organisation's corporate and financial governance ensure corporate governance and legal compliance is adhered. This is a leadership role to help position ACA for continued growth and stability aligned with our strategic pillars and forward direction.			
<b>Accountabilities and Responsibilities</b>			
This role will be required to complete the following tasks as directed:			
<b>1. Financial management and advice</b>			
<ul style="list-style-type: none"> <li>• Provide financial advice and analysis to the Board of Directors and CEO on all strategic and operational aspects of financial management for the organisation</li> <li>• Lead a collaborative financial planning process for the business and ensure budgeting processes are aligned with the strategic directions of the organisation</li> <li>• Implement robust and corporate management systems to increase organisational efficiency, accountability and transparent decision making</li> <li>• Maximise financial strength through effective cash flow management and any possible investment strategies</li> <li>• Manage the business as usual finance functions with staff</li> <li>• Manage the relationship with external auditors and banks to ensure that ACA meets all requirements for annual financial statements and government reporting</li> </ul>			
<b>2. Corporate Services</b>			
<ul style="list-style-type: none"> <li>• Develop strong contract management systems to record committed services contracts/agreements and provide regular reporting on the status of same</li> <li>• Ensure human resources systems and records are in place and managed confidentially (inc recruitment and on-boarding, OHS, EAP)</li> <li>• Oversee the provision of secure and effective IT services for the organisation</li> <li>• Ensure that the organisation has an effective and efficient corporate records and management system that complies with relevant legislation</li> <li>• Ensure the efficient and orderly operation of the ACA office</li> </ul>			
<b>3. Leadership</b>			
<ul style="list-style-type: none"> <li>• Support and assist the CEO to ensure engagement of ACA employees to create and maintain a responsive and respectful workplace culture that is safe and inclusive for all employees</li> <li>• Work with the CEO and executive colleagues to identify and develop business cases for service line development and/or grant and funding applications to support organisational growth and sustainability</li> <li>• Provide effective leadership that supports strong performance and outputs</li> <li>• Foster and implement a commitment to continuous improvement</li> <li>• Assist in the development and maintenance of best practice programs to support a positive health, safety, and wellbeing culture</li> </ul>			
<b>4. Ethics and Integrity</b>			
<ul style="list-style-type: none"> <li>• Upholding ethical standards and promoting a culture of integrity within the organisation.</li> <li>• Ensuring transparency and accountability in all corporate dealings.</li> </ul>			

<b>Interactions and Governance</b>
ACA Board of Directors and CEO
<b>Health and Safety</b>
The role will comply with all relevant Occupational, Health, Safety and Environmental Legislation, codes of practice, standards, policies, operating procedures, and work instructions and be actively involved in ACA Health, Safety and Environment Systems and Procedures.
<b>Values</b>
<p><b>Progressive:</b></p> <p>The ACA is committed to being at the forefront of new developments and innovations in the counselling profession. We seek to drive positive change in the industry by promoting best practices, advocating for the rights of counsellors and clients, and fostering a culture of continuous improvement and growth.</p> <p><b>Consistent:</b></p> <p>The ACA is dedicated to upholding the highest standards of professionalism and ethical practice among its members. We strive to ensure consistency and quality in counselling services by setting professional standards, providing training and support for members, and promoting a shared culture of excellence. Our goals and vision for our profession, in terms of equality of outcome, remain consistent in our message</p> <p><b>Inclusive:</b></p> <p>The ACA values and respects its members' and clients' diverse backgrounds and experiences. We seek to foster an inclusive and welcoming culture by promoting diversity and cultural awareness and providing resources and support for counsellors who work with marginalised or underrepresented groups.</p> <p><b>Caring:</b></p> <p>The ACA and its members are driven by a deep sense of compassion and empathy for those needing counselling services. We seek to provide a safe, supportive, and caring environment for counsellors and clients alike, and to promote a culture of kindness, understanding, and healing.</p>
<b>Person Specific – Qualifications and Experience</b>
<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications with senior leadership experience and a CPA/CA accreditation</li> <li>• Senior level financial management expertise, including taxation, compliance, asset management, insurance, reporting and legal issues</li> <li>• Previous experience working with and advising a Board</li> <li>• Sound stakeholder relationship management – ability to build relationships and strategic partnerships with ACA's stakeholders including key government, non-government and statutory agencies, ACA membership and philanthropic organisations</li> <li>• Significant problem-solving skills and the ability to negotiate successful outcomes in regarding possible projects, funding and existing service contracts</li> <li>• Strong negotiation and project management skills</li> <li>• Ability and willingness to operate at the strategic and operational levels</li> <li>• Excellent interpersonal skills and diplomacy</li> </ul> <p><b>DESIRED</b></p> <ul style="list-style-type: none"> <li>• Experience on not-for-profit organisation and/or within the mental health or community services sector</li> <li>• Corporate and strategy organisations</li> </ul>

## Organisation

