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| **Position Description** | **Head of Finance** |
| **Department:** | Corporate Services |
| **Reports To:** | CCO |
| **Location:** | Brisbane (may be required to travel to and work from other locations) |
| **Position Purpose:** | The Head of Finance is responsible for effective leadership, management, delivery and innovation of financial & accounting services nationwide for Deaf Connect, in consultation with the CCO.  This role significantly contributes to the successful financial performance and position of the organisation, optimum team performance and stakeholder engagement to deliver on agreed business objectives and strategies. |
| **Key Results Areas:** | Quality of outputs outlined below. |

**ACCOUNTABILITY [1-4]**

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| **Has direct responsibility over** | **[1]** | **Recommends, advises, interprets** | **[2]** |
| **Shares responsibility with others** | **[3]** | **Provides information** | **[4]** |

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| **Leadership** |  |
| Provide leadership and coaching to direct reports and broader Finance Team members | [1] |
| Lead the organisation in capture of accurate data to remain compliant with Industry audits and EOFY audit requirements. | [1] |
| Make recommendations for opportunities to build organisational capacity in line with organisational strategy, budget and growth targets. | [2] |
| Lead, manage and develop a multidisciplinary Finance team and resources, through strategies which provide a positive and productive work environment, in line with the organisation’s people management policies and processes | [1] |
| Maintains cutting-edge industry knowledge to make recommendations to the Executive Team and lead on-going compliance with everchanging accounting and finance landscape and environment | [1] |

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| **Financial and Performance Reporting** |  |
| Forecast Financial results by developing an understanding of revenue stream drivers and economic indicators, and developing analytics reporting | [2] |
| Collaborate with CCO and various departments to create and monitor budgets in alignment with organisational strategic goals including internal discretionary investment monies e.g. Lottery Grants and Leonie Jackson Memorial Funds | [3] |
| Plan for and improve financial performance of the organisation utilising historical data, forecasted changes and market trends. | [3] |
| Identify and mitigate financial risks and ensures risk reporting and risk mitigation activities are front of mind and up to date with Finance Team | [1] |

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| **Investment planning and monitoring** |  |
| Prepare cash flow for Deaf Connect and consider investment and cash redemption requirements | [2] |
| Ensure regular investment reports are reviewed, and items of note raised to CCO for reporting to RFC and Board | [2] |
| Annually review the Investment Policy and make change recommendations (if any) to CCO and in turn the RFC and Board | [2] |
| Meet with Investment Managers at least Annually and develop work guide for review of investment managers | [2] |

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| **Governance and Reporting** |  |
| Oversee the Funding Contract (Grant) Lifecycle activities and compliance with process | [2] |
| Oversee and review Grant Acquittals before submission with access to review portals to oversee reporting | [2] |
| Ensure items of note e.g. grant extensions, non-compliance etc raised to CCO for reporting to RFC and Board | [2] |

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| **Business Systems Configuration, Analytics and Data Security** |  |
| Plan and manage technology relevant to the Finance Team e.g. D365, Planability, Humanforce, including upgrades and implementations with consideration for all stakeholders, training and communications. | [2] |
| Lead investigation into configuration modifications and application integrations to improve manual processes and data entry risks | [2] |
| Ensures Finance Processes consider risk identification, mitigation strategies, and data security and privacy considerations (storage, time of archiving) | [2] |

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| **Asset Management** |  |
| Ensure the organisation has robust processes in place to manage physical and accounting assets | [1] |

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| **Project Work** |  |
| Understand and apply project management methodologies relevant to each activity | [3] |
| Capture project phases, progress, updates and timelines in the appropriate platform in a timely manner | [1] |
| Arrange meetings with stakeholders as required, record actions and decisions and ensure change management is planned and communicated effectively | [1] |
| Follow Deaf Connect policy and procedures relevant to Projects and follow appropriate approval channels and delegation of authority | [1] |
| Manages project activities within allocated budget | [1] |
| Ensures projects are aligned to organisations policies and procedures | [1] |
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| **Relationship Management** | |
| Establish and maintain effective industry and internal stakeholder networks to support successful project delivery | [2] |
| Proactively engage with industry experts and up to date information sessions through networks and seminars | [2] |
| Proactively manage contracts that support accounting activities including management of relationships, record keeping, tracking expiry, seeking NFP discounts and ensuring best available terms are sought. | [1] |

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| **General** |  |
| Other duties as directed by the CCO | [1] |
| Collaborate with all members of the organisation, share knowledge and expertise, provides guidance and development opportunities to team members | [1] |
| Ensure internal and external opportunities for evaluation, learning, knowledge sharing and innovation are maximised | [1] |
| Lead and/or contribute to the review of workplace health and safety procedures, including investigating of incidents and the identification and management of hazards | [1] |
| Lead and/or contribute to the development and review of Deaf Connect quality management system | [1] |

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| **DECISION MAKING**  **Decisions** | **Recommendations** |
| Day to day leadership and management of Finance services | Business system, policy and operational procedures and improvement of overall efficiency with consideration of stakeholder impact and outcomes. |
| Collaboration with CCO on strategic direction and recommendations |
| Team operational efficiency and effectiveness, including time management, work priorities and procedures |
| Working within the operational plan |

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| **PRIMARY RELATIONSHIPS** **Internal** | | | | | **Purpose / Relationship** | | | | | | |
| CCO | | | | | Strategic and Operational direction and business planning | | | | | | |
| Finance Team | | | | | Support and leadership in achieving Finance Department objectives | | | | | | |
| Management Team | | | | | Collaboration, advice and support | | | | | | |
| Executive Team and Board | | | | | Assist in achieving financial management objectives | | | | | | |
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| **External** | | | | | **Purpose / Relationship** | | | | | | |
| ATO | | | | | Taxation obligations and claims | | | | | | |
| Regulators, Auditors | | | | | Maintain quality relationships and outcomes | | | | | | |
| Donors, Funders | | | | | Maintain quality relationships and outcomes | | | | | | |
| Suppliers, Customers/Clients | | | | | Oversee processing liabilities and other payments | | | | | | |
| Business Partners | | | | | Oversee delivery of contracted outcomes Maintain quality relationships and outcomes | | | | | | |
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| **Persons/functions that report to this position** | | | | | **Role / Relationship** | | | | | | |
| Finance Manager | | | | | Line Manager | | | | | | |
| Plan Management Team Lead | | | | | Line Manager | | | | | | |
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| **KNOWLEDGE AND SKILLS**  Requirement for skills / Knowledge in this position | | | | | | | | | | | |
|  | | | | |  | | | | | | |
| **[N]** | **None** | | **[L]** | | **Little need** | | | **[D]** | | **Desirable** | |
| **[M]** | **Moderate** | | **[I]** | | **Important** | | | **[C]** | | **Critical** | |
|  | | **N** | | **L** | | **D** | **M** | | **I** | | **C** |
| **Leading** | |  | |  | |  |  | |  | | \* |
| **Innovating** | |  | |  | |  |  | |  | | \* |
| **Planning** | |  | |  | |  |  | |  | | \* |
| **Organising** | |  | |  | |  |  | |  | | \* |
| **Patience & Friendliness** | |  | |  | |  |  | | \* | |  |
| **Customer/ Client Orientation** | |  | |  | |  |  | |  | | \* |
| **Financial Acumen** | |  | |  | |  |  | | \* | |  |
| **Administration** | |  | |  | |  |  | | \* | |  |
| **Auslan** | |  | |  | | \* |  | |  | |  |
| **Professionalism** | |  | |  | |  |  | |  | | \* |
| **Acceptance** | |  | |  | |  |  | |  | | \* |
| **Problem Solving** | |  | |  | |  |  | |  | | \* |
| **Deciding** | |  | |  | |  |  | |  | | \* |
| **Implementing** | |  | |  | |  |  | |  | | \* |
| **Communicating** | |  | |  | |  |  | |  | | \* |
| **Flexibility** | |  | |  | |  |  | |  | | \* |
| **Consulting** | |  | |  | |  |  | | \* | |  |
| **Participating** | |  | |  | |  |  | | \* | |  |

**SELECTION CRITERIA**

**Essential**

* Minimum 5 years' experience in leading a finance function in a complex service delivery organisation
* Relevant Tertiary Qualifications and CA/ CPA
* Demonstrated experience with all Microsoft Office programs (including cloud suite), SharePoint, Teams and Outlook
* Demonstrated interpersonal and communication skills at all levels of an organisation, with proven ability in effective negotiation, liaison, consultation and engagement of diverse key stakeholders and partnerships
* Demonstrated capacity to deliver development and implementation of new systems aligned with suitable project methodologies
* Ability to work with minimal supervision with demonstrated organisational skills and prioritisation of tasks
* Ability to work with confidential information in a professional manner
* Sound organisational and time management skills
* Positive and flexible attitude

**Desirable**

* Excellent interpersonal and communication skills, within a service-oriented environment
* An understanding of the community or not for profit sector
* Auslan skills, or willingness to learn

Please sign below your agreement of the above position description

Print Name

Signature Date