# POSITION DESCRIPTION

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| **Job Title** | Financial Controller |
| **Company** | Queensland Injectors Health Network Limited (QuIHN) |
| **Location** | Brisbane |
| **Reports to:** | Chief Executive Officer |

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| **Primary Purpose of Role** |
| Financial Controller supports QuIHN in the delivery of quality governance and financial sustainability. The role is responsible for the financial integrity, financial reporting and compliance with relevant legislative requirements, the role is critical for financial monitoring and the financial integrity across QuIHN. |

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| **Values and Behaviours** |
| To deliver specialist services relating to the use of substances by responding to the diverse needs of clients and the wider community in Queensland.   * We value difference and diversity * We support self determination * We value transparency and accountability * We value respect for self and others * We value being client focused   QuIHN is committed to providing a professional, quality, inclusive, and non-judgemental service built on honesty, integrity and transparency and underpinned by a social justice framework that respects diversity and difference. |

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| **Harm Reduction Commitment** |
| The position will undertake all work functions in accordance with the organisation’s commitment to harm minimisation policy and practice, which encompasses a balance between demand reduction (e.g. treatment and other services intended to assist individuals to reduce and/or cease substance abuse) and harm reduction (e.g. Needle and Syringe Programs, prevention and welfare assistance).  QuIHN recognises the strength, resilience, survival, and solidarity of people who use drugs and remembers those of the drug using community who are no longer with us. QuIHN recognises the important contribution of lived/living experience to our sector.  QuIHN values are underpinned by human rights and a social justice framework that respects diversity and difference and we are committed to providing fully inclusive, professional, and non-judgmental services to people of all cultures, languages, capacities, sexual orientations, gender identities and/or expressions. |

| **Key Responsibilities/Accountabilities** |
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| **Leadership and Team** |
| * Demonstrate an ongoing professional and personal commitment and alignment to the shared values and behaviours of QuIHN * Lead, inspire, support, and mentor the finance team, fostering a collaborative and high-performance culture and individual and organisational performance goals. * Ensure the Finance Team’s activities and objectives align with Company values and strategic goals * Work collaboratively with the People and Culture Manager and Finance Team on workforce planning and individual and team development and performance * Collaborate with the CEO and People and Culture to enable a high-performing, engaged and skilled, flexible team * Design and deliver projects and strategic initiatives as required to support team and organisational performance * Work collaboratively with executive management, senior management, and People and Culture to ensure that operational processes and associated training support the compliance with statutory obligations and internal compliance procedures * Actively and positively participate as a key member of the Senior Management Team (SMT) to ensure an effective and cohesive SMT that role models the shared Values, behaviours, and performance standards of QuIHN * Proactively support Equality, Diversity and Inclusion , including  encouraging Peer team members (with lived / living experience of drug and alcohol use) across all levels and teams at QuIHN * Contribute to the development and delivery of the strategic goals through cascading business plans across the Finance team * As required, lead organisational teams to assist with the delivery of business-critical projects |
| **Business and Finance Administration** |
| * Oversee the financial management, and sustainability of QuIHN and ensure that appropriate financial resources are available and managed in line with corporate policies and procedures and relevant legislation * Provide strategic financial guidance and outlooks to the executive team, including budgeting, forecasting, and financial planning * Provide financial analysis and commentary to assist the executive team in effective decision-making * Design and implement financial management plans, procedures and policies for the efficient and effective financial management of QuIHN * Oversee the preparation of accurate and timely financial statements, reports, and analyses for internal (Board, Finance Risk and Audit and Sub Committee (FRASC), CEO, Senior Management Team) and external stakeholders (members, sponsors, funders, and regulators) * Coordinate the finance team to manage the income and funding of the Company including invoicing, accounts receivable, debt collection, cash flow analysis, and all aspects of debtor management * Coordinate the finance team to manage the expenditure of the Company including invoicing, accounts payable, payments, cash flow analysis, and all aspects of creditor management * Working with People and Culture Manager, coordinate the finance team to manage the processing of payroll, including superannuation, salary packaging, and any taxation impacts |
| **Strategic Growth** |
| * Provide financial advice and analysis to the Board of Directors and the CEO on all strategic and operational aspects of financial management for the organisation, including a focus on strategies and business plans for the financial growth of the organisation to fulfill its purpose * Collaborate with the executive team in developing and executing strategic initiatives to support the company's growth and financial objectives * Lead and collaborative annual budget and financial planning processes and ensure effective planning cycles are aligned with the strategic directions of QuIHN |
| **Quality and Compliance** |
| * Ensure compliance with all relevant financial regulations and standards, staying abreast of changes and proactively implementing necessary adjustments * Develop and implement effective risk management strategies to safeguard the company's assets and financial integrity * Ensure an appropriate internal control framework supported by relevant financial and risk management policies including organisational compliance to the Financial Management and Delegations of Authority policy * Coordinate and manage external audits, liaising with auditors and ensuring the timely completion of audits * Oversee and maintain appropriate insurance cover * Create and maintain the organisation's governance policies and procedures to ensure good corporate governance through ongoing improvements * Work with the Quality Manager to ensure quality-related activities, initiatives, and improvements related to governance are undertaken and requirements met * Lead and support the Finance Team and other internal stakeholders through business improvement changes, ensuring a smooth transition and understanding of change drivers and encouraging and enabling people to identify opportunities that drive improvements in QuIHN’s performance and the sector * Pursue the continuous improvement of the quality and integrity of QuIHN’s financial processes and procedures, business metrics, and financial reporting in support of accurate and timely insights for effective decision-making |
| **Stakeholder** | |
| * Establish and maintain effective working relationships with members, Board, Senior Management Team, internal staff, community and client stakeholders, regulators, and other stakeholders to assist QuIHN to achieve its objectives * Assist the organisations with the establishment and operation of special purpose committees as required * Represent QuIHN at meetings, seminars, and conferences as required * Build high-quality working relationships with internal and external stakeholders, including service providers, consumer groups, regulators, sponsors, funders, and government * Lead the Finance Team to ensure that it delivers a high-quality financial service to internal and external stakeholders | |

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| **Key Responsibilities/Accountabilities** |
| **Governance (Company Secretary)** |
| * Provide Company Secretarial services for QuIHN and its founding member QuIVAA * Coordinate Board and committee functions and general meetings * Facilitate effective communication between the board, management, and members, ensuring proper documentation and dissemination of information * Maintain accurate and up-to-date corporate records, including minutes of meetings, resolutions, and legal documents * Maintain a Register of all members of the organisations * Plan, administer, and review corporate compliance activities and effective practice of Board meetings and membership, ensuring all business matters and transactions are managed and implemented as directed by the Board * Ensure the organisations carry out their statutory and constitutional functions and obligations * Provide guidance and advice to the Board and CEO on best practice corporate governance, the Corporations Act, the Incorporations Association, respective Constitutions, and other regulatory requirements including the Board’s duties and responsibilities * Prepare and lodge documents and annual statutory returns with the Australian Securities and Investment Commission (ASIC), the Australian Charities and Not-For-Profit Commission (ACNC), the Queensland Fair Trading Office (FTO), and other regulatory authorities as required * Coordinate Board and Director performance evaluation processes for Directors in consultation with the Presidents and CEOs * Coordinate Board and Director succession planning processes for Directors in consultation with the Presidents and CEOs * Coordinate Board member professional development processes for Directors in consultation with the Presidents and CEOs * Coordinate Board member election, nomination, and induction processes for elected Director appointments and record all declarations of interest or conflicts of interest made by Board members * Ensure ongoing identification and recording of Related Party Transactions, in accordance with the ACNC and ASIC requirements * Maintain the organisation's insurance and indemnities to ensure adequate coverage for Directors and all officers of both organisations * Act as the Whistleblower Protection Officer and maintain oversight of the organisation's compliance with whistleblowing legislation * Stay updated on relevant laws and regulations, ensuring the company's adherence to corporate legal responsibilities |

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| **Experience/Qualifications** |
| * Qualified CA/CPA Accountant (current) * Bachelor’s degree in finance, Accounting or a related field * Postgraduate qualification in business management, finance, law or similar – highly regarded * Graduate membership of the Australian Institute of Company Directors or similar professional corporate governance organisation or willingness to obtain * Demonstrated experience in a senior level finance management, Financial Controller, CFO, or similar role, preferably in a large Not-For-Profit or healthcare sector * Demonstrated experience working in diverse environments with the ability to adapt to working with individuals from various backgrounds, including People Who Use Drugs * Effective communication skills with the ability to present complex financial information to non-financial stakeholders * In-depth knowledge of financial regulations, accounting principles, and financial reporting * Experience working strategically, including experience in developing and implementing business operations strategies and plans, at senior levels as a member of a Senior Leadership Team reporting to the CEO or Board * Experience as a Company Secretary of a medium to large company or large Not-For-Profit * Experience in developing and leading engaged, inspired, and high-performing teams (including role modelling expected behaviours, coaching, developing, mobilising talent, driving change, and uniting teams toward a shared vision) * A track record of developing constructive relationships by effectively managing the competing demands of diverse stakeholders and exercising sound judgement and discretion in responding to sensitive and complex issues * Excellent analytical and problem-solving abilities * Ability to demonstrate that you are an ally of the AOD community or have lived or living experience of substance use * Current Queensland driver’s licence (or equivalent) * Ability to achieve successful national police check |

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| **Direct Reports** |
| * Finance Officer * Bookkeeper |

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| **Key Relationships** | |
| **Internal** | * Senior Management Team * QuIHN Board of Directors * QuIVAA Board of Directors |
| **External** | * Company Auditor * Government and Non-Government and private Agencies |

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| **Role Description Approved By** | Chief Executive Officer |
| **Date Reviewed** | July 2024 |