



position description

Chief Financial Officer



Position Description

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Position title	Chief Financial Officer		
Status	Full time		
Location	The position will be based in a Multicap Tasmania Office (Launceston, Devonport or Burnie)		
Reporting to	Chief Executive Officer		
Date approved	July 2022	Position Number	PD12

Position Purpose

The Chief Financial Officer leads a team providing high level, contemporary financial management and corporate support to a dynamic and growing NDIS provider operating across an increasingly larger geographical footprint in Tasmania.

The position has responsibility for the overall finance functions of the organisation, including

- Management reporting
- Audit support
- Budgeting
- Accounts payable
- Accounts receivable
- Payroll *

This position is also responsible for the assessment of our business operations with a continuous improvement mindset, and the implementation of financially related internal controls and processes across the wider organisation.

*Note: Depending on Skillset, the Payroll function may transition to the Executive Manager People and Culture.

The position provides strategic leadership and direction to a number of key areas of our organisation. The exact nature of these will be negotiated with the successful incumbent based on their experiences and skillsets, but might include some or all of the following:

- Business Systems and Improvement
- Information Technology (including our outsourced Managed Network Services)



Operational environment

Multicap Tasmania has been providing people living with a disability and their families with high quality services for almost 50 years, having been an integral part of the local community since 1971.

Multicap Tasmania is a leading profit-for-purpose organisation experiencing significant growth with growing services and exciting initiatives on the horizon. Our organisation employs over 450 staff with offices in Burnie (Head Office), Devonport, and Launceston.

Our Mission

Multicap Tasmania empowers those with a disability to reach and be recognised for their full potential, express their individuality and engage in our community.

Our Vision

To be the service provider of choice for people living with disability.

Our Mission and Vision is at the core of what we do as well as ensuring we meet the high standards of the NDIS Quality and Safeguards Commission Code of Code of Conduct.

Working environment

Code of conduct

All employees must abide by the organisational Code of Conduct and the NDIS Code of Conduct.

Work health and safety

As an employee, you must be aware of and comply with requirements of the relevant Workplace Health and Safety legislation and associated regulations. This includes taking responsibility for your own health and safety and that of others in the workplace and complying with the organisation's work health and safety policies and procedures.

Performance review

Performance reviews will be conducted using the organisation's performance management process.

Work Location

The position will be based at a Multicap Tasmania office (or another appropriate site). Travel may be required to the various sites of the organisation to fulfil the requirements of the role.



Position summary

This position forms part of Multicap Tasmania's senior management team. The Chief Financial Officer has responsibility for the financial sustainability of our organisation within the current and emerging disability environment.

Pivotal to the role will be the ability to lead financial modelling and budgeting for our services, within a changing NDIS environment. Reporting to the CEO, the position oversees the execution of the organisation's Financial Sustainability strategy. The incumbent will work with the Finance sub-committee of the Multicap Tasmania board. The successful applicant will need to be comfortable in operating in a fast paced, dynamic working environment with the skills to both keep strategic initiatives energised whilst providing high level operational support and direction to our workforce.

Level of responsibility

This position is part of the Multicap Tasmania Executive Team, led by the CEO and with 4 other Executive positions

- Chief Financial Officer (this position)
- Executive Manager Operations
- Executive Manager Quality and Practice Leadership
- Executive Manager People and Culture

An Executive Officer supports the work of the Executive Team and provides secretariat support to the board and its sub committees.

Employees at this level will operate under limited direction and require self drive and initiative to ensure they effectively lead their team and ensure the successful execution of their own work program. They are required to exercise a high degree of autonomy, with significant delegated authority and management oversight of significant projects and/or functions.

The capacity and ability to build key external stakeholder networks will be a requirement of this role. Employees at this level should model our organisational values in their day to day activities, helping to align and embed them across our organisation.

Supervision

Employees at this level work under limited direction and are required to work autonomously. The employee is responsible for managing time, planning and organising their own work and meeting organisational deadlines as and when required. The role has supervision responsibilities over a small team.



Key tasks and duties

The key responsibilities may be modified from time to time to ensure that outcomes are coordinated within Multicap Tasmania's operational plans. The key duties of the role are to remain flexible and subject to review, as the organisation develops, and business systems and processes mature.

The key responsibilities shall include:

Strategic Financial Management

Budget Development and Approval – responsibility for the annual preparation of Multicap Tasmania's capital and operating budgets, developed in collaboration with the service managers and to parameters established by the board/CEO

Budget Review – responsibility for updating budget information and forecasts at a frequency determined by the Finance Committee, to ensure prudent financial management is in place

Financial Analysis – high level analysis of organisational revenue and expenditure, with a view to proactively manage the financial sustainability through the provision of high-level advice and strategies to the CEO and board

Financial Modelling – provision of financial modelling to assist decision making in a number of key organisational areas, including new services and capital projects

Financial Reporting

Management Reporting – monthly reporting to the Management Team, CEO, Finance Committee and Board, include agreed financial and performance KPIs.

Year End Reporting – prepare end of year financial statements in accordance with required accounting standards.

Compliance

Grant Reporting – Grant reporting obligations are met within required timeframes.

Taxation Compliance – GST, FBT, payroll and other income tax related obligations are met.

Policies & Procedures - Organisational policies and procedures are complied with at all times.

Other – ACNC, ATO, Australian Bureau of Statistics and other reporting obligations are met within required timeframes.

Financial Oversight

Compliance with Multicap Tasmania policies and plans



Actively manage revenue and payables

Foster a high standard of ethical behaviour throughout the organisation

Ensure staff are aware of their responsibilities through adequate induction, training, supervision and written policies and procedures

Ensure our payroll processes are accurate, timely, and responsive and are subject to regular integrity checking

Respond to issues raised by both the External Auditors and the Finance Committee.

Risk Management

Develop and review policies and procedures.

Review, maintain and implement the Risk Management Policy

Ensure the systems that support the Risk Management Policy and associated procedures are being maintained and implemented in practice

Define and maintain an accessible set of risk management tools for use across the organisation

Undertake ongoing review and improvement of systems and tools that support the Policy and associated procedures

Ensure effective risk reporting at appropriate levels in the organisation

Review result of internal and external audits and implement actions where appropriate

Ensuring Risk Owners are assigned for department specific operational risks

Executive Management

Provide high level strategic advice and support to the operations of Multicap Tasmania and the board.

Note: In addition to the above responsibilities you may also be directed to perform other reasonable duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying a position at this level.

Qualifications

A relevant degree and registration/membership of Institute of Chartered Accountants or CPA Australia (mandatory)



Selection criteria

Essential

- Tertiary qualifications in Commerce, Finance, Accounting, Business of a related field and professional membership (CA or CPA)
- Demonstrated knowledge and experience in financial management and reporting of an organisation, ideally in a human/community services environment
- Demonstrated experience in providing financial leadership and advice (strategic and tactical) within a commercial and competitive environment
- Demonstrated skills and experience in driving organisational efficiency through the provision of financial analysis and strategic advice to a management team and board
- Experience in the preparation of annual financial reports and managing financial contract acquittals, ideally in a service delivery environment
- Capacity to develop a high level of understanding in contemporary service provision to people with disabilities, including the National Disability Insurance Scheme
- Demonstrated experience in the review, development, implementation and evaluation of organisational policies and procedures
- Demonstrated ability to effectively build and maintain key stakeholder relationships, both internal and external
- Demonstrated ability to manage personal productivity, work priorities and a commitment to personal development
- Demonstrated ability and commitment to work as part of a management team to achieve organisational objectives, including the ability to build financial understanding across an organisation

Desirable

- Experience in the Not for Profit and/or disability services sector.

Signatures

Signed for and on behalf of the organisation

Name _____

Signature _____

Position _____

Date _____



Please note that we are always continuously improving, and so our position descriptions are always subject to change based on emerging priorities or shifts in organisational and client needs.

The employee

I acknowledge that my duties and responsibilities are as outlined in this position description.

I further acknowledge that my duties may be varied from time to time.

Name _____

Signature _____

Position _____

Date _____



Recruitment Package
Chief Financial Officer

www.multicap.com.au

