



JOB DESCRIPTION

Position Title:	Director - Finance
Position Type:	Fixed Term – (Up to five years)
Location:	Deakin, ACT or Wagga Wagga, NSW
Reporting Relationship:	Reports to Chief Executive Officer
Remuneration:	An attractive salary package plus superannuation and PBI benefits
Reviewed:	September 2021

Relationships Australia Canberra & Region (RACR) is a leading organisation that provides family and relationship support including: couple and family counselling, family violence prevention, family law post separation, children's, youth mental health, relationship education, support in rural communities, grief and trauma, gambling help and EAP services. It is a part of a national federation of Relationships Australia organisations across the country. RACR provides services in the ACT and Riverina/Murray and South Coast areas of NSW.

Relationships Australia Canberra and Region honours Australia's First Peoples. We expect every member of staff to work towards their own cultural awareness and fitness and participate in cultural training and discussions during the course of their work with our organisation.

All members of the senior executive team are required to demonstrate a highly relational way of managing teams and resolving conflict. An understanding of, and commitment to, restorative ways of working are highly regarded.

Roles Summary:

Reporting to the CEO and a member of the senior executive team, the position of Director – Finance is responsible for the development and maintenance of effective financial and risk management frameworks, systems, policies and procedures to support current and future operations of RACR while providing authoritative strategic and operational financial advice to the CEO, senior executive team and RACR Board.

With overall responsibility for the finance and risk portfolio, the Director - Finance will lead a team of finance professionals and manage the financial viability and sustainability of the organisation through effective cash flow management and appropriate investment strategies, leading the annual budgeting and review process, organising monthly, annual and *ad hoc* financial analysis and statements, statutory reporting, property management, contributing to tenders and funding submissions, acquittals, payroll and related processing while proactively managing risk and governance.

The Director – Finance also has responsibility for the information technology, communications and data management functions of the organisation, and leads a team of professionals to ensure that our work is supported by highly effective technological capabilities.

Duties

- In consultation with the CEO and the senior executive team, contribute to the development, implementation and monitoring of strategic and operational plans.
- Under the direction of the CEO, develop and maintain an effective financial and risk management framework and robust internal controls.

- Demonstrate initiative and independent decision-making skills and generate a sense of optimism and confidence within the organisation by interpreting, evaluating and advising on all financial matters and taking appropriate action to ensure financial viability of the organisation.
- Ensure compliance with all statutory requirements relating to financial, risk and governance matters.
- Review, develop and improve policies, procedures and practices relating to the finance portfolio.
- In consultation with the CEO and senior executive team, plan and prepare the annual budgets and review processes.
- Oversee all financial operations including payment processing and bank account reconciliation, debtors and creditors, donations, contract and grant payments and receipt.
- Oversee the fortnightly payroll and related processing including PAYG, superannuation, salary packaging and year end processing.
- Maintain effective communication with direct reports to ensure advice provided and decisions made are well informed.
- Provide high level effective leadership, management and guidance to staff within the team to foster a high professional standard of client service delivery, ensure staff performance is effectively managed, skills are developed, relevant training is completed, and objectives are met.
- Work with the senior executive team to plan and implement change management strategies across the organisation as required.
- Effectively manage the liquidity, investment portfolio and capital structures and ensure that sufficient funds are available to meet ongoing operational and capital investment requirements.
- Maintain effective banking relationships, including arranging equity and debt financing if required.
- Review and analyse the financial performance of all programs, compile key business metrics and report on outcomes, trends and variances to the senior executive team and CEO.
- Prepare monthly financial reports and annual financial records for the annual audit and work closely with the auditors.
- Participate in Board Finance Committee meetings and provide analysis, reports and professional input for strategic decision making.
- Prepare annual returns to the Australian Charities and Not for Profit Commission.
- In collaboration with the CEO and the senior executive team, support the tender application process, funding submissions and introduction of new programs, and make strategic and operational decisions that serve the best interests of RACR and the community.
- Model practice leadership across the organisation that is ethical, results driven, restorative, future-oriented and aligned with RACR's values.
- Engage in benchmarking studies to identify areas of potential operational improvement and make recommendations to the CEO.
- Manage leases of the organisation's fleet of vehicles.
- Manage all venues including leases, building maintenance, security.
- Provide strategic advice on the lease/ purchase options of venues.
- Ensure that our supporting technology equips the organisation to achieve its strategic goals.
- Manage a team of ICT professionals to ensure that our services are supported by highly effective and contemporary ICT systems.
- Manage the organisation's CRM and ensure that its interface with ICT systems and funder databases is smooth and effective.

- Participate in the development, implementation and maintenance of a safe and healthy workplace and take reasonable care to ensure health and safety of themselves and others.
- Ensure compliance with legal requirements, including applicable acts and regulations as well as risk management plans.
- Comply with all RACR policies and procedures, particularly those relating to the maintenance of a safe and healthy workplace.
- Perform other duties as requested, consistent with the seniority of the position and in line with the principle of multi-skilling.

Selection Criteria:

Essential:

1. Postgraduate qualification in accounting/ finance, business management or a similar field with a current CPA or CA registration.
2. Demonstrated experience in a similar senior management role, including leading and managing staff, strategic planning, budgeting, analysis, reporting, payroll, cash flow management, investments, property/assets management, risk management and outsourced suppliers.
3. Demonstrated experience in planning and successfully managing multiple projects, including change management and program implementation, to tight budgetary, time and quality requirements.
4. Highly developed communication skills (oral and written) complimented with sound analytical skills to present management information and financial data to executives, the Board and funding bodies.
5. Demonstrated ability to develop and maintain effective relationships with internal and external stakeholders, and highly developed influencing, negotiation and strategic relationship management skills
6. A clear understanding of the professional, ethical and legal responsibilities relevant to the position and demonstrated ability to maintain compliance, manage risks and promote corporate governance.
7. Excellent time management and organisational skills, with demonstrated ability to successfully manage complex, multiple tasks and projects.
8. Demonstrated experience working with diverse cultural communities and knowledge of issues facing Aboriginal and Torres Strait Islander people and culturally and linguistically diverse individuals and communities, including LGBTIQ communities.
9. Demonstrated comprehensive experience with accounting and payroll software and advanced level of MS Excel.

Desirable

1. Previous experience in the not for profit sector, including management and acquittal of government funded programs.

Special Requirements:

- Must provide current proof of registration for ACT 'Working with Vulnerable People' check and NSW 'Working with Children' check.
- A willingness and ability to travel between RACR's venues across the ACT and southern NSW and to travel to other meetings as required.
- Current driver's licence.
- Capacity to work outside of normal business hours to support RACR services.
- Commitment to mission and values of RACR.
- Understand and embed restorative principles in their work and interaction with others.