

Director, Finance and IT Position Description

Bobby Goldsmith Foundation

Effective: Thursday, 9 September 2021

Position Title:	Director, Finance and IT
Reports to:	Chief Executive Officer
Authorised by and date:	CEO, 11 May 2021
Classification level:	Executive (not governed by any Award)
Roles reporting to this one:	ICT Systems and Database Manager Office/Finance Coordinator (shared with Ops Director)
Appointment Status:	Permanent/68.4hours per fortnight (.9 FTE); 9 days/fortnight
Position Purpose:	<p>The Director, Finance & IT is a key member of Bobby Goldsmith Foundation's Executive Leadership team, and has accountability for:</p> <ul style="list-style-type: none">• Finance and accounting functions• Budget preparation and support• Funding monitoring and compliance• Record keeping and reporting• ICT including database functions• Administering the NILS Program• External Compliance and Relationship Management• Continuous Improvement Program• Other duties as assigned
Summary of Role:	<p>Director, Finance & IT is responsible for managing all finance and accounting functions, and ICT and database functions for the organisation.</p> <p>The role includes a broad range of responsibilities and would suit an individual with a proven track record in financial and IT systems management, along with a strong commitment to compliance, efficiency and systems improvement.</p> <p>The role also requires someone with strong business acumen, who can take a whole of organisation view, think strategically and be prepared to make recommendations that are thought through, fully costed and defensible.</p>

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Key Responsibilities	Typical activities and outcomes (include but not limited to)
BGF Team Member	<ul style="list-style-type: none">• As a senior Manager within the organisation perform a leadership role across the entire organisation.• Contribute positively by word and deed to the ongoing development of a strong organisational culture that reflects the organisation's values.• Is an effective and active member of the BGF Executive Team that works to ensure the delivery of services and supports that align with the mission, vision, and values of BGF, and are of the highest quality.• At all times operates in a way that contributes to a workplace that is free of discrimination, harassment or bullying behaviour.• Committed to achieving BGF's strategic goals whilst complying with BGF policies and procedures.• Undertakes relevant learning and development to assist in the achievement of KPIs, goals and outcomes.• Is responsible for taking action to prevent damage to the health and safety of self, other people and/or to property.• Is responsible for taking prompt and correct action when actual damage/injury occurs.• Ensures that BGF provides a duty of care to all in the team, at all times.• Maintains confidentiality of information at all times.• Ethically and respectfully builds and maintains effective working relationships, both internally and externally.• Adheres to and role-models the BGF Code of Conduct.• Adheres to and role-models the BGF Executive Team's Leadership Principles.
Finance and Accounting Functions	<ul style="list-style-type: none">• Manage all accounting functions including accounts payable/receivable, payroll, chart of accounts, and the smooth operating of the accounting system.• Apply the policies and procedures of the NDIS to BGF's Community Support Program, ensuring all invoices for work performed are accurate and in line with the current NDIS rates.• Manage and action regular reconciliation of all bank accounts, payment gateways and credit cards.• Promptly attend to all banking and other financial transactions.
Budget: Preparation/Support	<ul style="list-style-type: none">• Coordinate and finalise the annual budget.• Ensure budget re-forecasting, and analysis and reporting on variances to budget and forecast, are undertaken at set intervals (monthly, quarterly and annually), or as required.• Assist in the development of budgets for new programs, projects and events as required.

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	<ul style="list-style-type: none">• Develop financials for business models as required. Prepare and review business models having an operational impact.• Provide financial and cash-flow projections as required from time to time.• Identify and report on variances against expected outcomes and work with Directors to identify issues and take corrective action.• Analyse financial and operational data/information, including business unit and organisation cost structures.
Funding: Monitoring and Compliance	<ul style="list-style-type: none">• Manage all recording, reporting, compliance and acquittal processes as they relate to financials in conjunction with Marketing and Fundraising Director,• Ensure all brokerage income and expenditure is accurately reported on a monthly basis.• Ensure all NDIS income and expenditure is accurately reported on a monthly basis.• Ensure compliance with all BGF Financial/Accounting policies and procedures as well as external requirements.• Provide advice and support to business units to meet their financial compliance requirements.• Ensure:<ul style="list-style-type: none">○ financial compliance planning is built into all funding and grant applications;○ a spreadsheet of expected income received from funding bodies and grantors is maintained;○ income payments are received as per contract schedules;○ a spreadsheet of compliance requirements and acquittal dates is maintained per contract; and○ all financial information for submissions and acquittals to funding bodies and grantors is produced and presented on time.• Ensure that budget lines are clear and aligned with the chart of accounts.
Record Keeping and Reporting	<ul style="list-style-type: none">• Prepare and distribute monthly financial management reports for Executive Leadership Team review and discussion.• Prepare accurate finance reports for Finance Committee and Board meetings including analysis and commentary.• Monitor BGF's investments and provide routine reports on their performance to CEO and Board.• Manage central filing of key documents relating to financial record keeping.• Manage month-end, quarter-end and year-end balances.

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IT Systems	<ul style="list-style-type: none">• Support the ICT Systems and Database Manager with the execution of the Information Technology strategy (roadmap).• Determine business requirements for IT systems.• Identify and eliminate security vulnerabilities with strategic solutions that ensure optimal data security.• Direct and support the implementation of new software and hardware.• Identify and recommend new technology solutions.• Ensure the organisation's IT help desk provides employees with responses and solutions timeously and to their satisfaction.• Oversee IT activities to ensure data availability and network services with as little downtime as necessary.
Database Management	<ul style="list-style-type: none">• Monitor the suitability of BGF's existing database architecture to meet current and future needs.• Recommend database structures and features according to emerging organisational needs.• Work with project teams and solution architects to develop database designs and solutions as well as plan and execute delivery of such designs and/or solutions.• Prioritise data protection by ensuring that data security and restoration policies, procedures, and controls are adequate, in place and adhered to.• Ensure data integrity and quality standards are being maintained• Prepare and present database performance reports to CEO and Executive Team as required.• Keep up to date with developments and trends in database management.
NILS Administration	<ul style="list-style-type: none">• Manage the relationship with Good Shepherd.• Assess all NILS loan applications in the finPOWER application, in a timely manner.• Liaise with the Client Services Director to ensure that the capital utilisation of the program is optimised through the promotion of the program.• Ensure the NILS Policies and Procedures are adhered to during the loan enquiry, application, assessment and finalisation stages.• Liaise with Psychosocial Support Services Manager to ensure BGF workers are adequately trained to process all loan enquiries/applications.• Attend to Program Management responsibilities as per the current NILS manual, including reporting.
External Finance Compliance and	<ul style="list-style-type: none">• Manage the preparation of all BGF related tax returns and annual financial statements.

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Relationship Management	<ul style="list-style-type: none">• Manage Australian Taxation Office (ATO) requirements.• Ensure that the financial year-end audit file is maintained.• Liaise with and manage the relationship with BGF's Auditors.
Continuous Improvement Program	<ul style="list-style-type: none">• Contribute to BGF's continuous quality improvement program.• Improve efficiencies in the Xero accounting system and continue to improve internal financial processing.• Work collaboratively with the Operations Director, CEO, Board, Treasurer, external accounting representatives and auditors to improve financial management and reporting processes.• Continually monitor and review accounting procedures and financial risk management controls in line with industry practice and recommends appropriate enhancements to the CEO for consideration.
Finance and Investment Committees	<ul style="list-style-type: none">• Actively participate as a member of the Finance Committee, including attending all meetings as required, providing all relevant financial information, reports or other information as required by the Committee, and implement all directives given by the Committee.• Actively participate as a member of the Investment Committee, manage the reporting and reconciliation of proceeds and funds under investment (Investment Portfolio) as directed by the CEO, the Board, the Treasurer and/or the Investment Committee as appropriate.

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Capability Requirements: (knowledge, skills and experience)	Essential Requirements of the role <ul style="list-style-type: none">• Ability to think strategically, and actively participate in and influence the inputs and outputs of BGF's 3-yearly strategic planning cycle.• Extensive managerial experience within all key areas of responsibility.• High level financial management and analytical skills.• Ensure compliance with administrative and financial policies, procedures and delegations in relation to all areas of responsibility.• Contribute to the development of the annual BGF budget as a key/integral member of the team.• Lead the budget review process, identifying and understanding variances.• Ability to provide systems stability and data security at all times, within their control.• Understand the sector BGF operates within, its dynamics and the activities required to meet all stakeholder expectations.• Develop and maintain key stakeholder relationships.• Demonstrated experience in acquiring funding through the grant funding process during challenging economic conditions.• Experience in managing projects with competing priorities and deadlines.• Experience in writing submissions, reports and papers with an understanding of what constitutes effective communication across all stakeholder audiences.• Outstanding skills in numeric literacy, articulate verbal and written communication skills and grounded interpersonal relationships.• Experience in performing day-to-day operational procedures including records management, report writing, correspondence, and documentation.• High level competency in standard office computing in addition to PowerPoint and MS Project.• Previous experience working in a cloud-based accounting environment.• Capacity to work outside normal business hours as required from time to time. Desirable Requirements <ul style="list-style-type: none">• Understanding of the roles Marketing and Fundraising, Client Services and Operations play in the achievement of organisational goals and KPIs.
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	<ul style="list-style-type: none">• Previous experience working in Xero.• Understanding of the role policies and procedures, and research and evaluation play in the corporate mix.
Key Relationships / Interactions / Contacts: <ul style="list-style-type: none">• This role will require the incumbent to represent BGF at various stakeholder meetings. The relationships and contacts of this role are broad and varied, and include Board members, Committee members, Auditors, key donors, government officials and funders, sponsors, corporate executives, suppliers, trusts and foundations, consultants and contractors.• The incumbent will be required to represent BGF in settings ranging from formal to informal. From time to time they may be expected to speak on financial matters relating to the organisation in these settings. As such they should be reasonably confident and capable of speaking publicly.	
Key Challenges: (what makes role challenging, unique) <ul style="list-style-type: none">• As an NGO, BGF operates in a funding climate of change and uncertainty. Whilst BGF has secured a medium term funding contract from the State government, and whilst BGF enjoys a healthy investment portfolio, nonetheless the incumbent will need to work collaboratively with their peers to explore and secure alternative, viable funding streams into the future.• You will need to understand the complexity of how multiple, disparate funding sources are allocated to departmental and program P & Ls.• You will need to keep abreast of the rapidly changing technological environment, ensuring that the organisation's technology needs are constantly reviewed to deliver better systems integration, efficiency and usability.	
Freedom to Act: <ul style="list-style-type: none">• The incumbent will be required to update the Board on all financial and ICT matters from time to time.• Whilst the Financial Director has the freedom to communicate on behalf of the organisation internally and externally, all formal corporate communications must be authorised by and emanate from the office of the CEO under the stewardship of the Marketing and Fundraising Director.	

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Person Specifications	(E) = Essential	(D) = Desirable
Qualifications	<ul style="list-style-type: none"> • Tertiary qualification in relevant, recognised financial or accounting discipline. (E) • Working knowledge of all statutory legislation and regulations. (E) • Professional qualification such as a CPA. (D) 	
Skills	<ul style="list-style-type: none"> • Strong business management skills with the ability to accurately complete several tasks simultaneously. (E) • High-level computer expertise; especially in the use of the Microsoft Office software suite, in particular Excel. (E) • Ability to understand and learn operational fundamentals of databases for BGF's clients and donors. (E) • Familiar with the functions of the Xero accounting software package. (D) 	
Experience	<ul style="list-style-type: none"> • Extensive and proven financial and ICT management experience within the NFP sector. (E) • Minimum of 5 years in a senior management role. (E) • Experience working with the NDIS. (D) • Experience in grant funding submissions and acquittals. (D) 	
Personal Attributes	<ul style="list-style-type: none"> • Personal values align with BGF's values. • Strong ethical/moral compass. • Strong leadership and management capability. • Ability to communicate complex information to a wide range of internal and external audiences clearly and effectively. • Lateral thinker, open to challenges and innovation; questioning mind. • Agent for positive change. • Team oriented and highly collaborative, however focused and deadline driven when required to work independently. 	

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Package and Conditions

- Tenured, permanent part-time role (0.9FTE)
- Annual salary range up to \$130K negotiable, dependent upon skills and experience
- Superannuation contribution by BGF of 10% of annual salary
- Salary packaging available
- 68.4 hour working fortnight
- 20 days annual leave per annum with 17.5% leave loading, pro-rated
- 6 month probationary period
- Laptop and mobile phone provided
- Head Office located in Surry Hills, Sydney, NSW
- Limited travel, as deemed necessary
- Valid, unrestricted NSW driver's license required