



Supporting Mental Health & Wellbeing

## Position Description Chief Financial Officer

*'Where mental wellbeing thrives'*

### Position Details

<b>Position Title:</b>	Chief Financial Officer
<b>Position Level:</b>	Senior Leadership Team
<b>Hours of Work:</b>	38 hours per week

### Position Summary

The Chief Financial Officer will provide leadership in Flourish Australia's financial management function (including financial planning, financial appraisal and valuation, financial reporting, budgeting & forecasting, management and financial accounting, cost/benefit analysis and financial governance), as well as vehicle acquisition/disposal, asset performance and payroll, and the insurance function.

The Chief Financial Officer will ensure Flourish Australia meets all financial, legal, governance and legislative requirements whilst maintaining a high level of integrity and dependability with a strong sense of urgency and results-orientation. They are responsible for developing and maintaining financial systems and internal controls to safeguard financial information and assets of the organisation and to provide high standards of ethical financial governance for the organisation

Overall, the Chief Financial Officer provides financial advice and supports the organisation to sustain a culture that embodies financial responsibility and promotes good fiscal performance.

### About Flourish Australia

Flourish Australia is one of the largest providers of psychosocial mental health support services in Australia. We bring program diversity, a commitment to quality and intent to enable personal recovery for all who utilise Flourish Australia's services.

Flourish Australia works in local communities to help people on their mental health recovery journey. Flourish Australia's services are designed to support people in the way that suits them best.

#### Vision

Flourish Australia's vision is to enable full participation within a diverse and inclusive community.

#### Mission

Working together for optimal mental health and wellbeing.

#### Values

Flourish Australia values hope, inclusion, partnership, diversity, integrity, respect, trust.

### Relationships and Authority

Reports to:	Chief Executive Officer
Direct reports:	Funding and Project Manager, Accounts Payable/Receivable
Key external relationships:	Australian Taxation Office, Banking institutions, Insurance brokers

## **Organisational Accountabilities**

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As a Senior Leadership Team member, you agree to:

- Abide by all Flourish Australia procedures and policies, and actively contribute to the development of the organisation's procedures and policies, ensuring they are inclusive and recovery focussed.
- Lead by way of example, particularly pursuant of the Recovery Action Framework and by embracing and being a role model for the organisations 3 vital behaviours
- Actively ensure the health, safety and wellbeing of yourself and others at work in accordance with your delegated authority and in accordance with relevant Work Health and Safety legislation.
- Understand and abide by the Flourish Australia Code of Conduct and Ethics, and maintain a professional level of behaviour and conduct in the workplace at all times.
- Be responsible for engaging in discussion about and helping to create and sustain a culture of continuous quality improvement.
- Work closely with other members of the Senior Leadership Team to ensure appropriate support and person led recovery oriented services are provided for people who Flourish Australia employ.
- Commit to the detection and prevention of fraud.
- Identify possible organisational risks and adhere to the Working Safely Framework and Recovery Action Framework.
- Ensure compliance with Privacy legislation and Principles.
- Work to support and promote the vision, mission, and values of Flourish Australia.
- Maintain a high performing finance team.

## **Key Tasks and Responsibilities**

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The Chief Financial Officer, you will be responsible for (but not limited to):

- Supporting the Board, CEO and Senior Leadership Team to fulfil their financial and asset governance responsibilities
- Developing financial and tax strategies to minimise unnecessary financial outflows and maximise financial performance
- Managing annual, and strategic, modeling, forecasting and budgeting processes
- Managing cash flow to meet the organisation's needs
- Identifying and promptly communicate cash flow matters to the CEO
- Managing insurance for the organisation to ensure adequate financial risk management and contract compliance
- Directing the management of the Accounts Payable and Receivables functions and Purchasing functions including all capital expenditure and operating expenditure processes
- Ensure all payroll responsibilities, including the timely and accurate payment of wages, and communication regarding pay conditions, arrangements and regulatory requirements are met
- Developing and maintaining financial business continuity and disaster recovery processes
- Developing all financial reporting requirements for internal and external (statutory compliance) obligations and Board requirements
- Developing financial performance measures and reports that support the organisation's strategic direction and sustainability
- Developing internal and external relationships that will provide insights, support resources and connections necessary to achieve personal and organisational objectives and to shape the future
- Analysing problems, identifying and initiating workable solutions, with the typical constraints of limited resources and skills in organisation
- Managing the performance and professional development of Finance staff
- Effectively managing multiple priorities and deadlines
- Managing financial assets, including appropriate controls to safeguard the financial assets, in the area of property and leasing advice, vehicle fleet, insurance policy for all aspects of our operation and 'best value' purchasing arrangements
- Ensuring accounting systems and processes are up to date, maintained and delivering outcomes which enable Flourish Australia to manage its finances, initiatives and organisational changes effectively
- Ensuring all accounts for payment are correctly authorised, journals processed, promptly paid and take into account discounts and GST
- Ensuring compliance with relevant Charitable Fundraising Authorities and legislation

- Undertaking succession planning activities within the Finance function.

## **Key Capabilities**

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At a strategic level, the Chief Financial Officer:

- Embeds equity and diversity principles in all aspects of the organisation to meet the needs of a complex and diverse society
- Forms internal and external relationships that will provide insights, support, resources and connections necessary to achieve personal and organisational objectives and to shape the future
- Creates realistic plans to pursue the organisation's Strategic Priorities, achieve its goals and monitors progress effectively
- Makes optimal use of the organisation's financial, physical and intellectual resources and exercises responsible fiscal management
- Identifies the service needs and expectations of a diverse client base and focuses organisational effort on meeting service targets and standards

At a tactical level, the Chief Financial Officer:

- Thinks conceptually and responds to the evolving needs of the organisation and the community mental health sector.
- Analyses situations and issues, identifying and evaluating options and developing innovative and creative solutions.

At an operational level, the Chief Financial Officer:

- Identifies, influences and delivers significant changes to structures, systems and/or practices to achieve positive outcomes and sustainable improvements
- Leads, manages and develops people to build a diverse, positive and productive organisation
- Employs sound corporate governance practices and risk management strategies to achieve performance excellence and to mitigate risks to the organisation's goals and resources, and takes advantage of opportunities for innovation and development.

## **Annual Performance Agreement**

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As a Senior Leadership Team member, you will enter into an annual performance agreement with the Chief Executive Officer (CEO), which will cover specific performance requirements as outlined in this position description.

## **Key Challenges and Influences**

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A Chief Financial Officer will also be measured on performance against the following key challenges and influences:

- Ensuring a strong focus on National Disability Insurance Scheme funding mechanism and price guides to facilitate positive financial outcomes for the organisation
- Ensuring high quality financial management, systems, and reporting across the organisation to facilitate informed decision making by the Board, Senior Leadership Team and Managers.
- Communicating effectively on financial matters and provide high-level, strategic financial leadership
- Ensuring operational managers consider resource implications of new policy/program initiatives and the most effective financial approach to delivery of services in program development
- Establishing and growing productive, effective working relationships with the other members of the Senior Leadership Team and Senior Managers.

## **Required Skills and Personal Attributes**

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To be successful in this role as a Senior Leadership Team member, you will have acquired a high level of skill, expertise, and personal attributes required to effectively perform the inherent requirements of this position description and to achieve the performance agreement agreed with the CEO.

You will also be required to: -

- Have strong interpersonal skills, ability to communicate and manage relationships at all levels of the organisation, including with staff at remote locations.
- Think laterally and contribute to a significant degree at high-level meetings

- Obtain working knowledge of all Flourish Australia programs
- Possess strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- Have excellent time management and delegation skills
- Be people focused and work in partnership
- Value diversity and be respectful at all times
- Be a role model for performing work at a consistently high standard
- Maintain flexibility in managing work situations, workloads and changing proprieties
- Be committed to professional and ethical conduct.

## Key Selection Criteria

*"Flourish Australia supports Affirmative Action. If two candidates present with suitability to a role, and one of those people has a lived experience, the person with the lived experience will be the preferred candidate."*

### Essential:

1. Qualified Accountant with membership of either CPA or CA.
2. Senior experience with advanced skills and experience in financial management and leading and managing the Finance function in a complex, medium to large size organisation.
3. Demonstrated experience in being an influential and strategic thinker, and working with other senior managers in identifying and evaluating options and developing innovative and creative solutions.
4. Possess excellent organisational skills and an ability to manage ambiguity and challenges of organisational decision-making.
5. Demonstrated outstanding communication skills with an ability to communicate clearly, sensitively and convincingly with diverse audiences to achieve a common understanding and promote desired ends.
6. Demonstrated ability to use influencing skills and negotiate effectively to promote understanding, resolve differences, gain agreement and achieve satisfactory outcomes.
7. Extensive experience in contract management, asset management, insurance and related compliance activities.

### Desirable:

1. A carer role or having a lived experience of a mental health issue.
2. Current Australian Driver's Licence.
3. Demonstrated understanding of the policy and political environment affecting the mental health sector.
4. Knowledge of the financial environment and compliance requirements for a Registered Charity.
5. A strong understanding of the National Disability Insurance Scheme's funding arrangements.

All appointments with Flourish Australia are subject to previous employment reference checks, Working with Children Check, satisfactory Australian residency status, and National Criminal Record checks.

## Agreement

I, \_\_\_\_\_, have read and understand my obligations as a Chief Financial Officer with Flourish Australia as outlined in this position description.

I agree to abide by the Flourish Australia Code of Conduct and Ethics, and agree to read, understand, and abide by Flourish Australia's policies and procedures.

## Chief Financial Officer

Name		
Signature		Date:

**Nb: A signed copy of this position description must be returned to Human Resources.**