

Position Description

Position:	Chief Finance Officer
Reports To:	CEO
Employment Type:	Full-time, ongoing contract
Award Pay Level:	Level 8 under the Social, Community, Home Care and Disability Services Industry Award 2010 (Negotiable Salary)
Location:	Based at 214 Nicholson Street, Footscray. (some travel to other sites in Victoria required; the ASRC offers Flexible Working Arrangements, including the ability to work remotely)

Organisational Context

The Asylum Seeker Resource Centre (ASRC) is the largest aid, employment, health and advocacy organisation for people seeking asylum in Australia. The ASRC provides a range of direct services as well as participating in law reform, campaigning and lobbying.

Our Values

The human rights of people seeking asylum and refugees are at the foundation of all we do and the workforce makes it happen, doing the work to bring the vision and purpose to life.

Our organisational values are:

- Welcoming
- Authentic
- Courageous
- Collaborative

Program Information

The Finance Department is responsible for providing financial services and compliance to the organisation. With a small team, the department ensures good financial governance and provides support services to other Directors, the CEO and the General Manager.

The department handles full month end reporting, including all financial transactions and preparation of the annual IFRS financial statements, processing of payroll, preparation of budgets including liaising with all budget stakeholders and preparers, and reports directly to the General Manager and both the Finance Committee and the Board. Full month end reporting is required to Management and the Finance Sub-Committee.

About the Role

The role is principally responsible for oversight of the finance function and providing financial leadership across the organisation. Leading, mentoring and coaching a small team, the role is an integral member of the leadership team providing strategic financial advice whilst also remaining 'hands on' and across the detail.

Specific Duties

The Chief Finance Officer is responsible for undertaking the following duties:

- Preparing of the annual IFRS financial statements including ownership of the full annual report
- Monthly reporting to the Finance Committee and presentation to the Board on financial results
- Providing financial advice and leadership on the organisation's strategy and key decision-making.
- Working with the CEO and GM to prepare and implement the annual budget and other forecasts.
- Providing management information and dashboards that enable the Finance Committee, Board and management to make informed decisions, including the analysis of departmental financial performance and ensuring appropriate action is taken to resolve unsatisfactory performance.
- Leading the finance function, including ensuring the program runs efficiently within budget, setting the strategic direction of the finance function and managing and developing a team of finance staff and volunteers.
- Leading the annual audit process and statutory reporting. Ensure compliance with statutory law, financial regulations, and licencing requirements
- Developing and implementing appropriate financial policies, procedures and controls to ensure compliance with relevant statutory and legislative requirements.
- Guiding and coaching department Directors and Program Managers to enhance financial literacy, including guidance with compiling program budgets and forecasts.
- Identifying financial risks and provide timely reports and mitigations for same.

- Modelling behaviours that drive the development of strong and collaborative relationships between Finance and key areas of the organisation, including fundraising, program delivery and support services.
- Building and managing an effective relationship with key stakeholders including the Finance Committee Chair, Finance Committee, the Auditor and the Board.

Selection Criteria

Essential:

- Demonstrated experience within a Financial Controller or CFO capacity
- Membership of a professional accounting body (CPA/CA)
- Demonstrated strong strategic focus with the ability to lead Not-for-profit functions and meet objectives
- Demonstrated experience and knowledge of IFRS with experience working with accounting standards
- Ability to make insightful advisory decisions utilising informed analysis and strategic awareness
- Strong written and verbal communication skills along with the ability to communicate complex financial information to a range of stakeholders
- Ability to innovate and adapt to a changing strategic landscape
- Demonstrated ability to work with individuals from diverse cultural and linguistic backgrounds, including strong cross-cultural communication skills
- Extensive leadership experience in building, managing and working within effective teams
- Demonstrated experience maintaining a high level of risk management practice
- MYOB Advanced

Desirable:

- Lived experience of seeking asylum