



Chief Financial Officer (CFO) Position Description

Position	Chief Financial Officer (CFO)
Team	Finance
Employment type	Full-time/part-time permanent (minimum 0.8)
Location	Head Office, Bentleigh
Reports to	CEO
Direct Reports	Assistant Accountant, Payroll Officer, Finance Administrator

About TaskForce

Since 1973, TaskForce has provided specialist support for people in serious need in Victoria. Our core services focus on addressing social issues of alcohol and other drugs, unemployment, mental health and high risk taking behaviours, supporting our clients to transition back into “mainstream” services and supports. The people who access our services have experienced significant disadvantage or a crisis in their lives and as a result are prevented from reaching their potential.

About the Position and incumbent

The CFO is a key position within the organisation and forms a part of the executive management team. The position provides direction in ensuring the effective operation and management of finance and systems for TaskForce. The position holder is responsible for setting the strategic financial direction, management accounting and reporting, identifying and managing risk and ensures that TaskForce complies with all the relevant statutory frameworks. As Company Secretary, this position will have oversight of TaskForce’s governance and compliance frameworks.

Leadership

- Lead the development and delivery of the Budget and Business Plan that supports the strategic goals of TaskForce.
- Provide leadership, direction and support to the engagement of a high performing, capable and customer focused team and culture aligned to TaskForce’s values.

- Provide the CEO and other members of the Executive Leadership Team with timely advice and support with finance related matters to meet organisational objectives.

Financial Management

- Lead the development and delivery of efficient, effective and compliant Finance operations.
- Develop, implement and manage effective systems for determining and monitoring budgets with a strong emphasis on financial planning, analysis, forecasting and reporting functions.
- Ensuring financial, legal and management reporting obligations are met in accordance with relevant legislation, funder obligations/acquittals and Board and relevant Sub-committee requirements.
- Provide high level and accurate advice to the Chief Executive, Board and other members of the Board on the interpretation and application of financial and budget policies, statutes and regulations.
- Ensure TaskForce is compliant with all finance-related legislation (GST, BAS, FBT, ACNC, etc.)
- Manage the payroll function effectively.
- Ensure that audited program acquittals are prepared for submission to the relevant government and funding bodies within the specified timeframes.
- Ensure that relevant, responsive and high-quality business systems are in place to support the organisation.
- Ensure timely and accurate processing of day to day transactions including the reconciliation and payment of creditors/debtors, reconciliation of bank accounts and other balance sheet accounts.
- Prepare monthly financial reports for the CEO and Board within 5 working days of end of month including narrative and variance analysis.
- Monitor organisational financial performance, identify variances and in conjunction with relevant staff, advise and recommend appropriate action to ensure financial control.
- Prepare annual operating and capital budgets through a consultative process with the CEO.
- Prepare funding application budgets as required.
- Manage the end of financial year process including liaison with external auditors, preparation of correct accruals and support to the preparation of the Annual Report.
- Manage treasury operations including implementation of investment strategy, liaison with investment advisors, management of liquidity requirements to maximise funds held in accordance with organisational policies, and preparation and maintenance of a rolling 12 month cashflow forecast.
- Advise the CEO and Directors on accounting and finance related policy issues including the development and review of policies.
- Provide advice and training to staff on financial and accounting issues including budget preparation, financial reports and funding applications.
- Manage operating overheads and capital expenditure budgets.
- Ensure maintenance of the asset register and biennial asset stocktake.
- Attend and present to the Finance, Audit and Risk Committee.

Relationship Management

- Build and maintain relationships with the Board, Executive and broader leadership groups, to support financial management skill building including through monthly meetings to discuss financial reports.
- Develop and maintain relationships with key stakeholders including all Managers and Directors, Finance Committee and Board members, funders and auditors.

Compliance

- Manage the grant tracking file and systems to ensure timely invoicing, periodic reporting and acquittal of grants and correct recognition of revenue to fulfil obligations contained in grant agreements.
- Ensure relevant taxation, superannuation and financial statutory returns are prepared and submitted.
- Maintain a detailed and current knowledge of the Australian Accounting Standards and ensure compliance with relevant legal, professional and ethical standards.

Quality Improvement

- Identify and implement activities to improve financial systems, processes and procedures. This may include a transition to a new finance system.
- Review internal controls, identify areas for improvement and implement changes.
- Respond to areas identified for improvement by the external auditors.
- Ensure compliance with Delegations for program managers in Policy 3.5 Delegation of Authority.
- Be familiar with Taskforce's Strategic Plan and take the necessary steps to ensure that programs and team are working in a manner that is:
 - Evidence-based and aligned with our wraparound model of service delivery
 - Works toward and produces clear client outcomes
 - Regularly attends outcomes measurement training
 - Regularly consults with the strategy and impact manager

IT Systems

- Contract manage the relationship between TF and Clear Technology
- Determine current and future information system needs by consulting with people at all levels
- Prepare systems cost estimates and cost-benefit analyses
- Assist in the development and enhancement of Information Systems policies and procedural manuals
- Maintain asset register for all IT equipment
- Manage IT budget as applicable

Service Delivery and Quality Management

Facilities Management

- Oversee the acquisition, sale and maintenance of physical assets such as equipment, furnishings and other equipment.
- Input into strategic planning in relation to the utilisation and development of physical resources.
- Coordinate the annual asset register audit, and ongoing asset management located at the campus.
- Ensure facilities are maintained and serviced on a regular basis
- Manage the TF motor vehicle fleet

Occupational Health & Safety

- Comply with all occupational, health and safety, security and equal employment opportunity initiatives to contribute to a safe, equitable, ethical & diverse workplace.

Risk Management

- Ensure fit for purpose and effective internal control settings within a context of continuous improvement.
- Ensure that all legislative, compliance, and external and internal reporting requirements for TaskForce are met.
- Oversee planning and preparation of documentation required by the auditors and facilitate the annual audit process.
- Review and update insurances as required.
- Periodically examine financial policies, practices and reporting to ensure compliance with accounting policies and standards and identify and implement rectification strategies for non-compliance.

Governance/Company Secretary

- Establish and maintain processes and systems to provide effective governance overlay.
- Support the effectiveness of the TaskForce Board by monitoring that Board policy and procedures.
- Provide advice on statutory obligations and governance requirements.

Key Selection Criteria

1. Comprehensive understanding of finance and corporate services practices and extensive experience as a senior Finance Manager in a Not-for-profit.
2. Experience in managing, motivating and developing a small team of staff to achieve outcomes.
3. Ability to provide financial leadership and support to all levels of the organisation.
4. Demonstrated experience in managing the implementation of system and process improvements. Experience with finance system implementation highly desirable.
5. Thorough knowledge of sound financial management and accounting standards, requirements and practices within the NFP sector.
6. Highly effective communication and interpersonal skills.

Qualifications

- CPA or CA qualified
- Tertiary qualification in relevant discipline e.g., Accounting, finance or business.
- Advanced computer literacy in finance systems and MS office software

Terms and Conditions

- The position is permanent part-time or full time (negotiated with candidate).
- As an organisation with public benevolent institution (P.B.I.) status, TaskForce offers all staff the opportunity to take up generous Salary Packaging.

To be employed in this position a person must:

- Be prepared to travel within the catchment to meet the requirements of the job and to work out of various partnership locations.
- Undergo a police check and a Working with Children Check. Offers of employment are subject to the results of these checks.
- Hold a Current Driver's License.
- Hold a Vaccination record.
- Familiarise themselves with, and observe all TaskForce business, community, therapeutic and human resources policies, procedures and practices.
- Follow Taskforce code of conduct, promote the interests and reputation of the agency and refrain from acting in way that would conflict with the best interests of TaskForce.

Our values



Client centred

We strive to support our clients and their extended networks to change their circumstances. We will collaborate so that our full range of services and supports are wrapped around them enabling each to reach their full potential.

Innovation and best practice

We will be cutting edge in all that we do leading to evidence-based best practice within the sector. Our people will be passionate and motivated to make a difference.



Thought leadership

We are committed to addressing the tough moral challenges faced and sensitivities that abound in our sector, leading consequent debate and adapting as broader positions held by society evolve.



Honesty and integrity

We do our utmost to communicate openly, honestly and respectfully. We collaborate and share accountability with colleagues and clients alike. We acknowledge that as we learn, mistakes may be made but that this learning will make us stronger.



Trust, respect and self care

We collaborate to create a work environment built on trust and respect where our people and consortium partners are supported and challenged to lead best practice. We recognise that responsibility for self-care is also a foundation to achieve excellence in the services we deliver.