

**SOUTH BURNETT CTC INC
POSITION DESCRIPTION**

**CHIEF FINANCIAL OFFICER
CTC HEADQUARTERS, KINGAROY**

Position Type	Full Time (38 hours per week)
Hours of Operation	8:30am to 4:36pm, Monday to Friday with flexibility to adjust hours when required to respond to time sensitive issues
Based at	6 Cornish Street Kingaroy
Reports To	CTC Chief Executive Officer
Headquarters	South Burnett CTC Inc, 6 Cornish Street/PO Box 490, Kingaroy 4610
Financial Delegation	\$20,000

Broad Outline of South Burnett CTC Inc (CTC)

- is an Incorporated Association and works in full compliance with the Associations Incorporation Act 1981
- is a not for profit Community Organisation with Public Benevolent Institution status
- holds an Endorsement as a Deductible Gift Recipient with the Australian Tax Office
- is registered with the Australian Charities and Not-for-Profit Commission (ACNC)

Originally established in 1983 by a group of community members concerned about local youth unemployment, the organisation has 38 years' experience in the development, management, coordination, delivery, reporting, acquittal, assessment and continuous improvement of a plethora of State and Federal government funding contracts to support disadvantaged people of all backgrounds/ages etc in areas including Foster Care, Aboriginal and Torres Strait Islander, Youth, Family, Mental Health, Domestic and Family Violence, Residential Care (for young people in the Child Protection System), Housing and Disability Services.

Information on the objects, mission, vision, values, Board of Governance and current operations of CTC can be found at www.sbctc.com.au.

Broad Outline of Chief Financial Officer Position

This is a new position which has been created in response to the ongoing growth of the organisation. Broad responsibilities include:

- Hold the position of Public Officer
- Supporting the Board of Governance, through the CEO, in strategic planning, financial management and risk management
- Manage Relationship Authorisation Manager (RAM) users across CTC
- Being an effective member of the CTC Management Team
- Supporting Service Managers to plan strategically and deliver quality services within their approved budget
- Leading and Managing the Headquarters and Disability Services Finance Team and the Disability Services Management Accountant following a transition period with the Finance Manager

SOUTH BURNETT CTC INC

POSITION DESCRIPTION

Qualifications, Experience and other Pre-Requisites for the Position

Industry Experience/Qualifications/Licences

- Bachelor in Business/Commerce/CPA/CA or equivalent qualifications
- Experience at CFO level within a similar organisation, demonstrating expertise and competence in financial and fiscal management, strategic planning, risk management, team management and operational and program support
- Proficiency in automated financial and accounting reporting systems and knowledge of Federal and State financial regulations
- Awareness of and empathy for disadvantaged people in a rural community including children, young people, families, Aboriginal and Torres Strait Islander people and people living with a disability
- Willingness/ability to live the Values, Vision and Mission of CTC
- Queensland Driver Licence

Communication and Information Sharing

- A high standard of verbal and non-verbal communication techniques and active listening skills, complemented by highly developed interpersonal skills, to ensure the timely and accurate receipt, sharing and dissemination of internal and external information
- A high standard of written communication at the level required to compile policies and procedures and funding submissions/tenders
- Demonstrated analytical thinking and business insight
- A professional understanding of privacy and confidentiality in relation to the sharing of information

Screening

- Working with Children Blue Card
- NDIS Worker Screening
- Licencing of Care Services Suitability Check
- Ability to meet and maintain any future screening requirements

Cultural Awareness

- Ability to respond in a culturally sensitive way to all stakeholders of the service
- Ability to uphold cultural protocols and maintain community support

Broad Responsibilities of the Chief Financial Officer Position

Support the Board of Governance, through the CEO

- Ensure that the CEO is kept fully informed on the financial performance of the organisation and any influencing factors
- Provide input to the Strategic Plan and Risk Register and Management Plan

SOUTH BURNETT CTC INC POSITION DESCRIPTION

- Prepare a yearly organisational budget for approval by the Board
- Prepare monthly financial reports for inclusion in the CEO Monthly Report to the Board of Governance in consultation with the Finance Manager and Disability Services Management Accountant
- Provide periodic budget analysis as required
- Maintain an up-to-date knowledge of financial regulations and practices and ensure CTC's preparedness to respond to any required changes
- Understand and ensure the organisation complies with all statutory obligations, ensuring requirements of the organisations' regulators are met
- Provide or procure advice regarding legal and regulatory financial requirements
- Coordinate the preparation of financial statements, financial reports, special analyses, and information reports as required
- Hold the position of Public Officer
- Manage Relationship Authorisation Manager (RAM) users across CTC

Be an effective member of the CTC Management Team

- Work closely with the CEO and Management Team to implement the strategic goals and objectives of CTC
- Support Service Managers to prepare yearly budgets and to deliver quality services within their approved budget
- Work with Service Managers and CTC Corporate Services team to develop long-term strategic initiatives and to identify and analyse directions for the future
- Anticipate and identify ongoing appropriate funding/tender/opportunities and compile funding submissions for CEO approval
- Attend and fully participate in CTC Management Team Meetings (weekly)
- Make decisions that reflect appropriate consultation and are appropriate to the vision and mission of CTC
- Design business strategies and plans to meet CTC goals
- Ensure CTC has sufficient and correct resources to meet goals - such as personnel, vehicles, infrastructure and resources

Leadership and Management

- Implement and support CTC's culture within the workplace
- Treat all staff with equity and encourage initiative and ideas and the opportunity to give feedback without the fear of retribution
- Promote and model open communication and inclusive decision making
- Promote and model appropriate personal and professional boundaries
- Identify training opportunities and develop individualised training/professional development plans for all finance staff
- Provide leadership and coordination in administrative, business planning, taxation, accounting, and budgeting of the organisation.
- Lead the development and enhancement of all direct reports' capabilities and support executive management team commercial acumen
- Coordinate and evaluate the recording of and finances for management of CTC's real estate and assets
- Oversee the approval and processing of revenue, expenditure, budgets, salary updates, ledger, account maintenance and data entry

SOUTH BURNETT CTC INC POSITION DESCRIPTION

- Develop and implement finance, accounting, billing, auditing procedures and establish and maintain appropriate internal control safeguards
- Ensure records systems are maintained in accordance with accepted auditing standards
- Assist in obtaining the necessary licenses and insurance required for CTC and its contracts
- Analyse cash flow, cost controls, expenses and provide coaching to guide management team
- Ensure the necessary registers are established and properly maintained and ensure that CTC's financial records are maintained and reports prepared in accordance with the requirements of the Act.

Responsibilities as a CTC Staff Member

- Have knowledge and understanding of the organisation's mission and vision and contribute to the success of the organisation in its entirety
- Be an effective member of the HQ Finance Team as well as all other CTC Teams
- Assist in maintaining a clean, hygienic and tidy work environment at all times
- Ensure all CTC resources and assets are used only as appropriate, accounted for and maintained in a safe, clean, hygienic and useable condition at all times
- Flexibility in regard to working hours and locations and preparedness to undertake complementary duties as required
- Adhere to all policies and procedures of CTC and relevant Government Contracts/MOAs/ Legislation/ Acts/Guidelines and other documents/standards including the:
 - Qld Human Rights Act
 - Human Services Quality Standards
 - CTC Staff Code of Conduct
 - CTC Code of Conduct for Working with Children and Young People
 - NDIS Code of Conduct Code
 - NDIS Practice Standards

Reviews

Performance will be reviewed within an initial 6 month period and then on an annual basis according to the details of this and any revised position descriptions.

Confirmation of Understanding and Agreement with the Position Description

I understand:

- the requirements of the position and agree to the terms and conditions as set out above
- more detailed responsibilities will be discussed with the CEO in line with the requirements of the organisation and broadly consistent with the role

Staff Member Name: _____ Signature: _____ Date: _____