



Position Title:	Chief Financial Officer (CFO)
Supervisor:	Head of Corporate Services
Classification:	Executive Contract
Salary:	Contract (negotiable and commensurate with skills and experience)
Staff:	6 direct reports
Location:	Binyolkga Centre, Knuckey St Darwin
Length of contract:	2 years with an option to renew
Date Reviewed:	1 July 2020

### SUMMARY OF POSITION:

The Chief Financial Officer is responsible for executive level oversight and approval of all financial information related to Danila Dilba's multi-site Operations, Funding Agreements and Service(s) delivery. The CFO will ensure timely and accurate preparation, verification and submission of all financial compliance and reporting information to the satisfaction of all stakeholder parties, including DDHS funding partners.

As a key member of the Senior Executive team, the CFO will advise and support in all matters related to finance, risk, budgeting, management accounting, business performance, expenditure, Medicare (and other) revenue, including regulatory compliance, internal/independent audits and reviews as well as having primary responsibility for the practice's electronic systems and computer security. Attendance and strategic input at regular Executive, Board and Committee meetings will be required.

### OVERVIEW OF DANILA DILBA HEALTH SERVICE (DDHS) AND THE WORK ENVIRONMENT

#### Background

Established in 1991, Danila Dilba Health Service (DDHS) is a community-controlled organisation providing comprehensive primary health care services to Biluru communities in the Yilli Rreung Region of the Northern Territory.

The mission of DDHS is to improve the physical, mental, spiritual, cultural and social wellbeing of its clients through innovative comprehensive primary health care programs that are based on the principles of equity, access, empowerment, community self-determination and inter-sectoral collaboration.

### PRIMARY RESPONSIBILITIES:

#### Strategic Management

- Financial Management & Control – Take responsibility for developing and delivering the organisation's financial management and/or control systems.
- Budgeting & Costing - Manage the development and delivery of budget plans for the organisation.
- Strategy Formation & Implementation - Develop the Finance strategy to achieve long-term business needs and ensure implementation and execution of the strategy for the best benefit of the organisation.
- Policy Development & Implementation - Develop functional policies and participate in developing policy frameworks for Finance, creating underlying procedures and monitoring their implementation within the organisation.
- Solutions Analysis - Develop innovative solutions by integrating and analysing complex and diverse information sources.
- Stakeholder Management (Internal) - Manage relationships with internal stakeholders and manage business partners to ensure satisfaction within business units.

- Leadership and Direction - Hold overall responsibility for leading and directing the enabling of the Finance function to achieve the organisational strategy.
- Performance Development - Develop short- and long-term objectives for employees and take responsibility for implementing and coordinating a performance development culture for the department.
- Building Capability - Take responsibility for implementing formal learning and development frameworks for employees, while informally coaching and mentoring others throughout the organisation.
- Advocacy - Act on advocacy opportunities related to the organisation's community and clients.

### **Financial Management**

- Develop, implement and monitor the DDHS budget, ensuring that the budget is reviewed and revised at least every three months.
- Oversight and approval of all 'up to date' financial and accounting documentation, including the generation of dashboard style user-friendly data for DDHS Board and Committee meetings.
- Provide proactive advice and business solutions on projects that may have a financial implication to DDHS personnel and service delivery and other funding proposals as necessary.

### **Leadership**

- Advise and support the CEO (and Leadership Team) on all matters relating to financial strategy, expansion, Capex, procurement, performance, and expenditure.
- Provide advice, regular updates and reports to the Head of Corporate Services, Leadership Team and Board in areas of responsibility .
- Provide constructive leadership to a multidisciplinary team to achieve outcomes in a culturally sensitive manner.
- Collaborate with the Leadership Team to effectively manage organisational change and ensure a constructive organisational culture.
- Role-model behaviours that demonstrate a high level of performance of oneself and others.
- Contribute to the development of strategic plans and initiatives for the organisation.

### **Stakeholder Engagement**

- Liaise with DDHS staff, departmental management and (all) partner-providers to support professional Financial Management practices and disseminate financial information including internal budget allocations and provide appropriate advice and reports to all cost centre managers.
- Develop and maintain effective relationships and partnerships within DDHS, relevant Government and sector networks.
- Represent DDHS in a variety of settings ensuring the organisation's brand is protected and enhanced.

### **Service Quality and Continuous Improvement**

- Provide trend analysis and make appropriate recommendations to budget managers on their financial performance.
- Work collaboratively with Leadership and Managers to identify and lead service improvement opportunities, promote best practice and ensure national and territory legislative requirements are maintained (or surpassed).
- Build a culture of innovation, quality and continuous improvement across the organisation.

### **Risk Management and Compliance**

- Develop and maintain a Financial Compliance Register and provide regular reports to the Head of Corporate Services on all compliance requirements met during the reporting period.
- Monitor and review the financial performance of DDHS, in keeping with strict Funding Agreement / Grant allocation guidelines and financial compliance obligations including, grant acquittals, PAYG, BAS and FBT returns.
- Develop and maintain suitable Policies and Procedures where necessary, compliant with Australian Accounting Standards ('AAS').
- Oversee the development, review and implementation of relevant policies and procedures to ensure legal compliance and efficient internal processes.
- Identify, evaluate and manage risk in all decision making and delivery of outcomes ensuring alignment with DDHS strategy, funding and legislative frameworks.
- Ensure data, reporting and compliance obligations for services are met.
- Address and when appropriate notify the Leadership Team of any issues or concern/risk.

## Organisational Responsibilities

- Adhere to all organisational policies, procedures, standards and practices.
- Act only in ways that advance DDHS objectives, values and reputation.
- Act with honesty, integrity and good faith at all times.
- Other duties as required, consistent with skills and experience, as directed by the Head of Corporate Services or CEO.

## SELECTION CRITERIA:

### Essential:

1. A minimum of an undergraduate degree in a relevant area, together with several years' experience gained in managing complex financial environments in the not-for-profit or commercial sector;
2. CPA Membership and/or equivalent Professional Certification status (current);
3. Extensive experience in all areas of financial management with proven developed analytical and interpretive capabilities;
4. High level knowledge of Territory and Commonwealth legislation (i.e. Financial Management and Accountability Act) and practices relating to grant funding of NGOs and of associated practices and procedures that ensure financial accountability, probity and compliance requirements;
5. Demonstrated organisational skills in planning, managing and prioritising tasks and resources to deliver outcomes within time and budget considerations;
6. Proven high level oral and written communication skills including liaison, negotiation and conflict resolution with people from a wide range of cultural and social backgrounds;
7. Confident electronic financial and financial-reporting systems navigation skills, including the demonstrated capacity to generate real-time reporting and engaging presentations to enhance stakeholder engagement, and;
8. An understanding of Aboriginal & Torres Strait Islander societies and cultures and the ability to influence, promote and enhance health and positive outcomes for Aboriginal and Torres Strait Islander people in partnership with government and non-government organisations.

### Desirable

1. Relevant post-graduate qualifications

### Appointment Factors: (Appointment is subject to)

1. A Criminal History Check
2. Ability to obtain a Working with Children Clearance
3. Current driver's licence (desirable)

### Approved:

Olga Havnen

Chief Executive Officer

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reviewed by:	Head of Corporate Services	July 2020
Approved by:	Chief Executive Officer	July 2020
Review due by:	Head of Corporate Services	July 2022