

Position Description

Position Title:	Deputy Chief Finance Officer
Position Number:	TBC
Classification:	SES1
Division:	Corporate Services
Business Unit:	Finance & Insurance
Reports to:	Chief Corporate Services Officer and Chief Finance Officer (CCSO & CFO)
Location:	242 Exhibition Street, Melbourne/Hybrid

Position Purpose

The Deputy Chief Finance Officer (CFO) is a pivotal senior executive leadership role within the Building and Plumbing Commission (BPC), providing deputy leadership to the Chief Corporate Services Officer & Chief Finance Officer (CCSO & CFO) and acting on their behalf as required. The role is responsible for shaping the organisation's financial strategy, governance, and performance in a period of significant sector transformation, and provides authoritative leadership across all aspects of financial management to ensure the organisation's financial sustainability, integrity, and compliance with legislative and regulatory frameworks.

The Deputy CFO drives the integration and continuous improvement of finance, insurance and other corporate services, enabling the BPC to deliver on its regulatory mandate and strategic objectives. The role is accountable for building and empowering high-performing teams, fostering a culture of innovation, integrity, accountability, and ethical stewardship, whilst delivering value for the Victorian community.

The role is a key member of the Corporate Services leadership team, collaborating across the executive to influence strategic outcomes, lead complex change, and ensure the BPC is positioned as a trusted, future-ready regulator. The role requires exceptional strategic financial acumen, stakeholder engagement, and the ability to navigate ambiguity and deliver results in a dynamic, high-impact environment.



About the Building and Plumbing Commission

BPC is Victoria's regulator for building and plumbing.

It supports the growing Victorian community through the developments of harms-based regulation that is proactive and informed by data and intelligence. The BPC regulates for better consumer outcomes and is committed to safety, compliance and buildings that last.

The BPC's aim is to improve the experience for consumers in the building system by overseeing all aspects of building quality control – regulation, insurance and dispute resolution. The BPC aspires to be a leading and trusted regulator, emphasising consumer outcomes, clear communication with practitioners, efficient processes, and a commitment to public interest

The BPC brings key regulatory, dispute resolution, and insurance functions related to the building and plumbing industry together under one roof, streamlining the process for consumers and industry, and enabling the regulator to have oversight of all complaints so they can be handled more effectively and efficiently.

You can find further information about our role, annual reports, structure, careers and other activities at [BPC](#).

About the Division

Corporate Services

The Corporate Services division brings together core corporate functions to enable the organisation to deliver its regulatory functions.

The division partners across the organisation to provide integrated strategic, advisory and operational services across the following areas:

- **Assurance and Resilience** – leads assurance activities, risk-based review, and business continuity planning to strengthen organisational resilience.
- **Finance and Insurance** – provides financial stewardship, statutory reporting and compliance, budgeting and forecasting, and oversight of insurance performance
- **Projects, Procurement and Facilities** – delivers operational projects, procurement and contract management, and facilities and workplace services.
- **Security of Payment** – supports the administration and continuous improvement of security of payment functions, processes and reporting under the *Building and Construction Industry Security of Payment Act 2002*.
- **Technology Strategy and Reform** – sets technology and data direction and delivery oversight, including AI enablement, to drive digital reform and continuous improvement.

The Building & Plumbing Commission (BPC) is Victoria's new regulator for building and plumbing, you can find further information about our role, annual reports, structure, careers and other activities at [BPC](#).

Our Values

Do what's right:	Acting with fairness, respect and integrity.
Act with purpose:	Taking responsibility for actions, following through and owning the outcome.
Work together:	Working as one team sharing, supporting and aligning to deliver results.
Strive for better:	Always learning to get better outcomes.



Do what's right



Act with purpose



Work together



Strive for better



Key Accountabilities

1. Financial Governance

- Lead, manage and deliver on the preparation of the organisation's Annual Financial Statements; statutory and taxation obligations, accounts payable, accounts receivable, compliance and financial governance.
- Ensure robust financial governance, risk management, and internal controls, meeting all statutory, regulatory, and audit requirements.
- Oversee the preparation and delivery of high-quality financial statements, budgets, forecasts, and business cases for government and external stakeholder

Provide advice to the CFO on the insurance segment, with responsibility for monitoring investment performance against approved policy settings, ensuring sufficient liquidity to meet claims obligations, and safeguarding the long-term financial sustainability of the insurance fund.

2. Strategic Leadership & Transformation

- Lead the development and execution of the organisation's financial strategy, aligning resources to organisational priorities and reform agendas.
- Drive transformation initiatives, including digital finance automation, and process re-engineering, to enhance efficiency, transparency, and service delivery.
- Provide expert advice to the CCSO & CFO, Commissioner and CEO, and Executive Leadership team on financial, commercial and risk matters, supporting evidence-based decision-making.

3. Leadership

- Build, lead, and develop high-performing, multidisciplinary teams, fostering a culture of collaboration, inclusion, and continuous improvement.
- Champion ethical conduct, diversity, and the public sector values, modelling integrity and accountability at all times.
- Mentor and empower staff, building organisational capability in financial literacy, strategic management, and leadership.
- Provide executive and strategic leadership and improvement over the technology enablement functions within Finance, including the core financial system, budgeting systems and processes.

4. Stakeholder Engagement & Influence

- Establish and maintain effective working relationships with key internal and external stakeholders including the Department of Transport and Planning, Department of Treasury and Finance, and the Victorian Auditor-General's Office.
- Represent the Commission in high-level forums, negotiations, and intergovernmental partnerships.
- Lead and influence cross-functional initiatives to deliver integrated, whole-of-government outcomes.

5. Innovation & Performance

- Drive a culture of innovation, leveraging technology and data to improve financial management and reporting.
- Lead the identification and implementation of best practice in finance, budgeting, forecasting and reporting.
- Monitor and report on performance, ensuring the Commission meets its financial and operational objectives.



Key Selection Criteria

Knowledge & Skills

1. Strategic Financial Leadership

- Demonstrated experience in leading enterprise-wide financial strategy, governance, and transformation in a large, complex organisation.
- Proven ability to deliver financial sustainability, drive reform, and support organisational change at scale.

2. Technical Expertise

- Deep knowledge of Australian Accounting Standards, public sector financial management, budgeting, procurement, and risk frameworks.
- Experience in statutory reporting, audit, and compliance in a government or highly regulated environment.

3. People Leadership & Culture

- Proven ability to build, lead, and develop high-performing teams, fostering a culture of collaboration, inclusion, and continuous improvement.
- Demonstrated commitment to ethical leadership, diversity, and the public sector values.

4. Stakeholder Engagement

- Highly developed communication, negotiation, and influencing skills, with a track record of building trusted relationships with senior executives, government, and external partners.
- Experience representing the organization in high-level forums and leading cross-functional initiatives.

5. Innovation & Results Orientation

- Demonstrated ability to drive innovation, leverage technology, and deliver measurable improvements in financial management and service delivery.
- Strong analytical, problem-solving, and decision-making skills, with a focus on achieving organisational outcomes.

Personal Qualities

- **Conceptual and Analytical Ability:** Deals with concepts and complexity comfortably; uses analytical and conceptual skills to reason through problems; has creative ideas and can project how these can link to innovations.
- **Decisiveness:** Makes rational and sound decisions based on a consideration of the facts and alternatives; makes tough decisions, sometimes with incomplete information; evaluates rational and emotional elements of situations; makes quick decisions where required; commits to a definite course of action.
- **Communicates with clarity and influence:** Tailoring messages to diverse audiences.
- **Teamwork:** Cooperates and works well with others in the pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others' feelings and ideas; accommodates and works well with the different working styles of others; encourages resolution of conflict within group.



- **Flexibility:** Adaptable; open to new ideas; accepts changed priorities without undue discomfort; recognises the merits of different options and acts accordingly.
- **Champions innovation:** continuous improvement, and evidence-based decision making
- **Demonstrates integrity:** Sound judgement, and a strong commitment to public value.

Qualifications

Mandatory

- Relevant tertiary qualifications in business or accounting
- Membership with a recognised accounting body (e.g. CPA, CA).

Desirable

- Commensurate experience in executive strategic and people leadership would be well regarded.

Position Specific Requirements

This position has the following specific requirements:

- Current Victorian driver's licence.
- We support a hybrid workplace however this role will be required to work predominantly from our 242 Exhibition Street, Melbourne office
- Ability to travel within Victoria.
- Flexibility to perform some work outside of hours where required.
- Completion a Declaration of Private Interests.

Additional Information

Employment eligibility

Applicants must be an Australian Citizen, Permanent Resident, or hold a valid work permit or visa.

All new appointments to the BPC will be subject to a National Police Records Check.

All new appointments to the BPC will be subject to a probation period of six months.

Terms and conditions of employment

Conditions of employment will be governed by the *Victorian Building Authority Enterprise Agreement 2024*.

All BPC employees are required to comply with the Code of Conduct for Victorian Public Sector Employees, the Victorian Public Sector Values and the BPC Values.

This purpose of this position description is to provide an overview of the role. Changes to the position should be expected, reflecting changes in the BPC's objectives and priorities, activities, or role focus.

Safety and wellbeing

The BPC is committed to supporting the safety and wellbeing of our employees.



All employees have the responsibility to behave in a manner, which ensures their acts do not adversely affect the health, safety and wellbeing of themselves or anyone else.

Equal opportunity employer

BPC is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is a policy of the organisation to provide reasonable adjustments for applicants with disabilities on request.

Balancing work and life

We understand that work/life balance is an important part of our employees' lives. BPC offers a range of short term and long-term flexible work arrangements to enable you to balance home and work life. This includes job sharing, working from home, part-time work, flexible working hours and the ability to purchase additional leave.

Hybrid Working

We know that effective hybrid working environments enable productivity, connection, and better work-life balance.

Hybrid work is when people deliver work from a mix of home and BPC office. While anyone can choose to work from BPC office full time, our people generally prefer a mix of home and office-based working.

Our expectation is for our people to work from BPC office at least three days a week for full time employees. Flexible working arrangements and workplace adjustments can be made on a case-by-case basis.

Values

BPC are committed to our values and the values of the Victorian Public Sector.

Further information

You can find further information at

[Public sector values](#)

You can find further information at

[BPC](#)