



Position Description

Position Title	Chief Finance Officer
Group/Portfolio	Operations/Finance
Reports To	Executive Director

Organisation Purpose

Our vision at the Brotherhood of St. Laurence (**BSL**) is an Australia free of poverty. Our purpose is to advance a fairer Australia through our leadership on policy reform, our partnerships with communities, and the quality of our services. BSL employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, industry and communities to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our services that support financial wellbeing. We research the causes and effects of poverty and connect research, practice and policy to advocate national, state and local policy responses to poverty.

BSL values diversity and inclusion for our staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all people to be supported, respected, safe and empowered.

Portfolio Purpose

The Finance Portfolio provides strategic financial and operational leadership, stewardship, and assurance to enable BSL to make disciplined, transparent, prudent, and sustainable decisions in pursuit of its organisational purpose.

The portfolio is responsible for financial strategy, planning, reporting, controls, treasury, taxation, procurement oversight, and financial governance. It supports the Executive Director, Executive Leadership Team, Board and Board Committees with

high quality advice, insight and assurance to strengthen organisational performance, sustainability, and accountability.

Position Purpose

The Chief Finance Officer (**CFO**) is a key strategic leader for BSL with a broad set of responsibilities to advance our vision and purpose, and a deep understanding of the charitable sector and community services. The primary purpose of this role is developing and implementing BSL's financial strategy. This means understanding and advising on the financial impact of BSL's strategic objectives and decisions, as well as providing high quality financial information and advice to the Executive Director, Executive Team, Board and Board Committees as required.

The CFO is expected to make decisions and provide practical commercial recommendations and options including modelling future scenarios and assessing the financial implications of strategic choices that will enhance BSL's value and optimise strategic direction. This means developing and managing multi-year budgets, leading budget processes that guide choices about investment and resource allocation, determining which metrics help to understand performance, delivering on actions that will drive improvements, and monitoring performance with care. This role ensures that BSL's financial policies and systems are robust, compliant, contemporary, and efficient.

The CFO will strategically lead and partner across a variety of functions and look beyond individual areas of expertise. The CFO will play a pivotal role in transformation projects as part of BSL's Strategy 2030, help to achieve fundraising and philanthropic objectives, and ensure key projects are implemented with discipline and prudence to deliver targeted and sustainable results. The CFO will lead the Finance and Operational Excellence teams to drive appropriate financial management practices and discipline, effective risk and quality management, robust procurement and contract management practices, optimal business planning and development, and effective reporting across BSL.

The CFO should be an outstanding communicator and authentic leader who can inspire teams at a whole of organisation level, fostering organisational growth and driving lasting change. This means a focus on leading and coaching others, being willing to learn and respond positively to feedback, maintaining an open mind, and being curious about working with people across BSL who have knowledge and experience. It also requires sustaining and growing relationships across the community sector, including with strategic and funding partners.

Key Responsibilities

Strategic Leadership, Team Management and Culture

- Offer strategic financial advice and leadership as the principal financial officer for the Executive Director, Executive team, the Board and Board Committees.
- Provide strategic financial leadership to drive BSL's ambition in achieving long-term financial sustainability through excellence and continuous improvement across all identified financial sustainability pillars.
- As a member of the Executive, contribute to overall strategy development and delivery, anticipating complex issues, challenges and opportunities, and taking accountability for strategic finance leadership.
- Lead and develop high performing teams across Finance, Operational Excellence and other functions as necessary to support BSL's success, maximising employee engagement, collaboration, and a thriving organisational culture.
- Manage performance, development and wellbeing of direct reports, supporting and coaching colleagues to achieve agreed goals and deliverables, promoting continuous learning, and consistently modelling BSL's values and behaviours.
- Work collaboratively with the Executive Director and BSL's Executive and Senior Leaders to provide enterprise leadership and direction, identifying and developing the capabilities needed to meet current and emerging needs, and positioning the organisation to achieve our vision and purpose.
- Actively support implementation of BSL's Stretch Reconciliation Action Plan, Stretch Disability Action Plan, and other organisational actions and goals related to diversity, equity and inclusion.
- Actively support the development and roll out of initiatives forming part of BSL's strategic property review, including the development of a hubs and spokes model and specific hub redevelopment projects.
- Actively support the implementation and achievement of BSL's Fundraising Strategy and support building a long term sustainable fundraising function.

Financial Management

- Establish and execute the financial strategy of BSL.
- Analyse and provide advice on the financial impact of BSL's strategic objectives and decisions to the Executive Director, Executive Team, Board and Board Committees.
- Develop and manage multi-year budgets, leading budget processes that guide choices about investment, prioritisation, and resource allocation, determining which metrics help to underpin performance, delivering on actions that will drive improvements, monitoring performance with care, and committing to BSL's budget principles.
- Oversee financial policies, Treasury and financial management systems, controls and reporting tools, including full analysis of revenue streams, investment, cashflow, expenditure planning and overall financial management to enhance financial and operational performance and controls throughout BSL.
- Manage liquidity, working capital and funding requirements, improve cash conversion cycles and capital efficiency.

- Oversee BSL's investment portfolio including compliance with Investment Strategies, and work with external investment advisors to mitigate risk and maximise investment returns.
- Provide expert financial advice and execution for business activities and initiatives such as program pricing, business cases and evaluations for new program ideas, tender responses, mergers, acquisitions, and divestments.
- Provide expert financial advice across all BSL social enterprises to deliver sustainable long-term surpluses.
- Oversee the management of BSL's taxation and audit requirements, and manage effective relationships and service delivery with internal and external auditors, tax advisors, funders, suppliers, investment managers, and banks.
- Drive regular financial reporting for Management, including analysis and interpretation of operating results, budgeting and cash flow forecasting, and advise different parts of the organisation on budgets, financial performance and appropriate corrective action, including strategic analysis and insights
- Prepare financial reports and acquittals in accordance with Management, regulatory and statutory requirements, including high quality reporting to the Board, Board Committees, including the Finance Audit and Risk Management Committee, and to Charter and Life Members.
- Leverage financial and operational data and analytics to generate insights and support decision making.

Procurement and Contract Management

- Oversee the development, implementation and maintenance of the BSL's procurement and contract management framework.
- Enable the organisation to strategically procure goods and services in order to operate in a profitable and ethical manner.
- Provide pragmatic commercial & contractual advice.
- Grow engagement with First Nations communities and suppliers through BSL's procurement goals under our Stretch Reconciliation Action Plan.

Operational Excellence, Tender Support, and Transformation Projects

- Manage business performance management for BSL, ensuring timely, effective and accurate business performance reporting and reviews to enable higher quality decision making.
- Champion data-driven decision making across BSL by strengthening the use of reliable financial, operational, and performance data to generate insights, inform priorities, guide investment choices, and improve organisational outcomes.
- Lead, manage, implement and champion BSL transformation projects where necessary, building excellence across finance, procurement, and technology.

- Ensure tendering processes are run in a structured, streamlined, collaborative and consistent manner, resulting in the development of most effective tender responses in line with BSL's strategic and operational objectives
- Ensure best practice in program design and execution, maintaining strong project execution discipline and proactively addressing barriers to effective execution.
- Work closely with other groups and portfolios to ensure smooth handover and effective transition of transformation projects to business-as-usual.

Stakeholder Engagement and Partnership

- Initiate, develop and sustain strong trusted partnerships, collaborations and networks the organisation and externally, including finance leaders in the community sector, and major BSL partners, funders, and collaborators.
- Represent BSL at internal and external meetings, forums and working groups.
- Promote respectful and culturally informed engagement practices.
- Communicate and engage within BSL and with our partners to maximise unity of purpose, collaboration and a thriving organisational culture.

Governance, Reporting and Project Delivery

- Lead and manage the Finance functions in accordance with BSL's policies, procedures and strategic objectives, contractual and legislative requirements, and community expectations for transparency and accountability.
- Ensure BSL's financial policies, activities and systems are robust, modern, and efficient, ensuring processes and activities meet all applicable legal, regulatory, and accounting requirements and ethical standards.
- Lead a work program of continuous review and improvement of BSL's Finance functions, maintaining appropriate records and reporting systems, and contributing to more effective business planning.

Other Duties

- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
- Other duties as required

Scope of Responsibility

- 5-10 direct reports
- 25-50 indirect reports
- \$230m budget
- \$150m balance sheet

Key Selection Criteria

Career Experience and Skills

- 5-10 years of experience in a similar leadership role.
- Strong financial and commercial acumen, including development of financial strategies in organisations of similar scale and ambition.
- Proven experience working with Boards and Board Committees.
- Experience in a senior financial management role as a CFO, Deputy CFO or Head of Finance of a business division, preferably in a Not-for-profit environment.
- Ability to provide strategic advice on financial matters; contribute to the executive team and support the Executive Director, Board and Board committees.
- Strong enterprise leadership mindset - collaborative, team-based approach to working and a high level of comfort working in the community sector.
- Experience working in the government, charitable and community sector, such as in disability services, aged care, or community programs.
- Experience working with organisations undergoing transitions from acquisitions, mergers, and divestments.
- Experience in major transformation projects involving finance and technology, including safe and productive use of AI.
- Knowledge of fundraising and philanthropy in the charitable sector.
- Exposure to corporate governance, quality & risk management frameworks, acquittals, financial reporting, and taxation management in the charitable or community sector environment.

Qualifications

- Chartered Accountant (CA) or Certified Practicing Accountant (CPA)
- Tertiary qualifications in a business, finance or related discipline; or other relevant postgraduate qualification.

Personal Qualities

- Outstanding communicator and authentic leader, who is humble, open to feedback, and respected for leading and coaching others.
- Integrity, maturity and strong personal and business ethics combined with sound judgement and a commitment to transparency and accountability.
- Well-developed influencing, negotiation, conflict resolution and interpersonal skills, with a proven ability to work collaboratively and creatively across complex organisational environments.
- Capacity for building strong and respectful cross-function and external stakeholder relationships.
- Excellent judgment and problem-solving capability, with the ability to manage competing priorities and deliver outcomes with care and compassion.

- A commitment to maintaining and supporting child safety, equity, inclusion, and cultural safety

Mandatory Employment Criteria

- Proof of eligibility to work in Australia is required.
- A Statutory Declaration to confirm past criminal history is required as per the Aged Care Act - BSL will support successful candidates in this process.
- A satisfactory Police Check is required – BSL will support successful candidates in this process.
- A Working with Children Check and NDIS Check are required – BSL will support successful candidates in this process.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur, and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.