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| Position title | Chief Financial Officer |
| Division | Finance |
| Classification | ES1 |
| Prepared by | Patrick McDonald |
| Date | 21/11/2024 |
| Staff reporting to position | 6 |

# Position Summary

Tangentyere Council Aboriginal Corporation (TCAC) is a community controlled Public Benevolent Institution delivering human services and social enterprise activities for the benefit of Aboriginal people from the Alice Springs Town Camps, urban Alice Springs, and Central Australia.

This position is responsible for managing the financial affairs of the Tangentyere Group and affiliated entities.

This position, in conjunction with the Chief Operating Officer, will develop and implement financial strategies, policies and plans to ensure the continuing financial health of the Tangentyere Group and affiliated entities.

As part of your role, you will be working with children, people with a disability and people who are vulnerable. It is your obligation to always ensure their safety and report any concerns in line with our duty of care obligations. We have zero tolerance when it comes to abuse of any kind and will take disciplinary action, including and up to termination of employment, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse.

# Responsibilities

* Provide leadership within the Finance Division and manage staff performance issues within the Division.
* Manage financial information systems for the Council and affiliated entities.
* Financial management of Council and affiliated entities including budgets, cash management, strategic financial planning, and payroll.
* Financial control of all Tangentyere assets and associated interests.
* Financial advice to the CEO and Boards of Directors as required.
* Representing Tangentyere’s financial interests with stakeholders and third parties.
* Assist with achieving quality management objectives across the organisation.
* Assist with achieving safeguarding objectives across the organisation.
* Assist with achieving compliance objectives across the organisation.
* Other reasonable duties as required.

# Major Accountabilities

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| Accountabilities | Performance indicators |
| * Provide leadership within the Finance Division and manage staff performance issues within the Division. * Provide leadership and direction to the accountant on financial strategies and performance in Finance operations. * Manage staff performance issues in liaison with the Accountant and HR Manager. * Report to Office of the Chief Executive (OCE) on the performance of the Finance Division as required. | * Has working relationship with Accountant which is evident in the compliance of the Finance Division in meeting its performance requirements. * Issues arising in the performance of Finance staff are dealt with promptly and completely. * Reports required by OCE, and Boards are produced on time and are comprehensive. |
| * Manage financial information systems for the Council and affiliated entities. * Ensure that reports produced by the accountant are accurate and timely. * Prepare monthly, quarterly, and annual OCE and Management reports. * Ensure that financial systems for affiliates can provide accurate and timely reports to their respective Boards. | * All grant and audit reports are provided by the CFO in an accurate and timely manner. * All reports required by OCE, and Managers are accurate and timely. * All reports required by the Boards of Directors are accurate and timely. |
| * Financial management of Council and affiliated entities including budgets, cash management, strategic financial planning, grant acquittal reporting and payroll. * Prepare, or have prepared, budgets for all Council programs and affiliated entities. * Ensure that the cash management of the Council and affiliates is handled appropriately. * Liaise with COO and prepare strategic financial planning reports as required. * Ensure grant acquittals are prepared and distributed to funding bodies. * Ensure payroll is processed weekly and statutory reporting obligations are fulfilled. | * All programs of the Council and affiliates have appropriate and up to date budgets. * The cash of the Council and affiliates is handled and accounted for correctly. * Strategic financial planning reports are timely, realistic, and accurate. * Grant acquittals are prepared and distributed to funding bodies on time. * Payroll is processed weekly and statutory reporting obligations are fulfilled. |
| * Financial control of all Tangentyere assets and associated interests. * All Council assets are recorded, reported and under control physically, and are adequately insured and monitored. * All assets of affiliates are recorded, reported and under control physically, and are adequately insured and monitored. | * Reports are available indicating location, valuation, and insurance of all Council assets. * Reports are available indicating location, valuation, and insurance of all assets of affiliated entities. |
| * Financial advice to the CEO and Boards of Directors as required. | * Financial advice given to the CEO and Boards of Directors is sensible and justifiable. |
| * Representing Tangentyere’s financial interests with stakeholders and third parties. * Representing Tangentyere’s financial interests with stakeholders. * Representing Tangentyere’s financial interests with government bodies. * Representing Tangentyere’s financial interests with financial bodies. * Representing Tangentyere’s financial interests with other third parties. | * Tangentyere’s financial interests are being appropriately protected and served in all engagements of the CFO with stakeholders and third parties. |
| * Assist with achieving quality management objectives across the organisation. * Commitment to the Tangentyere Council Quality Management Objectives. | * All work-related actions and behaviours are aligned with the organisations mission and values. * Actively participate in and promote a continuous improvement culture across the organisation. * Understand and comply with organisation policies and procedures. * Maintain organisation and client records in accordance with legislative and organisational policy requirements. * Ensure all decisions made in the course of your duties are transparent and align with organisational policy and procedures. * Assist clients to provide feedback when required. * Contribute to QMS area audits as required in a timely manner. * Contribute to implementing change when identified through the QMS as required. * Provide feedback on the QMS as required. |
| * Assist with achieving safeguarding objectives across the organisation. | * Report any concerns or suspicions of abuse of children, people with a disability or vulnerable peoples in line with duty of care and mandatory reporting obligations. |
| * Assist with achieving compliance objectives across the organisation. | * Maintain own records and manage Employment Hero compliance for staff, where applicable. * Maintain current certifications (Driver’s Licence, Working with Children (Ochre Card), Police Check, and where relevant, RN Registration, White Card and First Aid Certificate etc.) and upload evidence in Employment Hero. * Complete probation reviews (6, 12 and 22 weeks) within the approved timeframe. * Read and acknowledge all relevant policies in Employment Hero. |
| * Other reasonable duties as required. | * Additional tasks that may arise from time to time are completed within the required timeframe and to a suitable standard. |

# Relationships

Internal

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| * Managers | * COO |
| * Coordinators | * CEO |
| * Accountant | * CHRO |
| * Finance Officers | * HR |
| * Board of Directors | * Board of Directors of affiliated entities | |

External

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| * Auditors | * Politicians as required by OCE |
| * Westpac Bank | * Board of Directors of Affiliated Entities |
| * Funding Body Managers |  |

# Competencies

Tangentyere core competencies

* Commitment
* Teamwork
* Communication
* WHS
* Cultural Awareness

# Qualifications and Selection Criteria

Required

* CPA or CA with a degree in accounting or commerce.
* A thorough knowledge of corporate and government financial systems and relationships.
* Proven experience in a similar role.
* Proven experience in the use and maintenance of computerised accounting systems and Excel.
* Proven experience in reporting to Boards and Government Bodies.
* Current NT Drivers Licence, Working with Children’s (Ochre) Card, satisfactory Police Check, and proof of up-to-date vaccination against COVID19.

Desired

* Experience working with an Indigenous organisation.
* Experience in negotiating and mediating with government and resource agencies.
* Experience in creating and maintaining databases.

# Verification

This section verifies that the position holder and the manager have read the attached position description and are satisfied that it accurately describes the position.

Position holder

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| --- | --- |
| Name |  |
| Date effective |  |
| Signature |  |

Manager

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| --- | --- |
| Name |  |
| Date effective |  |
| Signature |  |