

Australian Churches of Christ Global Mission Partners



Role Description:

Partnering across nations

Position Title:	Chief Finance Officer		
Reports To:	Executive Officer		
Present Incumbent:	None	Date Reviewed:	23/2/23
Nature of Appointment:	0.8-1 FTE, location flexible with team members located in Adelaide		

Objectives of the Position	
	1. Strategic Financial Management
	2. Corporate Services
	3. Information Communication Management
	4. Risk Management
	5. Leadership

Key Outcomes	
Priority Task	Outcomes
1. Strategic Financial Management	<ul style="list-style-type: none"> • Lead and develop the GMP Finance team. • Develop, implement and maintain a Financial Management framework and financial models for GMP, which promotes effective budget management and fiscal responsibility. • Develop plans that respond to GMP's future needs relating to the use of capital works and assets, whilst ensuring principles of value for money are applied. • Manage the external Auditor relationship and ensure GMP is compliant with Accounting Standards. • Develop and maintain financial strategies, policies and procedures for continual improvement and to lead a culture of high performance. • Implement the adoption of Xero (from Reckon) across the organisation. • Establish and monitor fundraising and project budgets, forecasts, cash flow analysis, management and financial accounts and inform decision making at all levels. • Monitor actual v budget positions, control expenses and payments (including foreign transfers) to help GMP optimise costs, and ensure that the Executive Officer is appraised of key financial issues. • Oversee, direct, and organise the work of the support services team (including mentoring, developing staff using a supportive and collaborative approach, as well as assigning accountabilities; setting objectives; establishing priorities; and monitoring and evaluating results). • Oversee the overall accounting and bookkeeping for GMP, including accounts payable and receivable, banking and payroll functions. • Provide accurate and timely financial reporting to the senior leadership team and board.

**Chief Finance Officer
Role Description**

<p>2. Corporate services</p>	<ul style="list-style-type: none"> • Oversight and direct management of GMP’s core infrastructure including ICT, knowledge management and facilities management, ensuring that these are appropriate, cost-effective, reliable and minimise risk to the organisation. • Ensure the successful strategic development of the organisation to bring effective and efficient systems to GMP, including through business planning, internal policies, procedures and quality standards, cross-departmental working and external relations. • Lead and develop the Corporate Services team. • Analyse organise GMP's Office operations and procedures to increase efficiency and productivity. • Monitor the allocation and direct the resources within the Finance and Corporate Services team • Ensure compliance with GMP’s legal and statutory reporting obligations, including taxation, superannuation, data protection, fundraising licensing and ASIC/ACNC reporting. • Policies and procedures are consistent with DFAT and ACFID requirements.
<p>3. Information Communication Technology</p>	<ul style="list-style-type: none"> • Manage all components of the ICT requirements of GMP and highlight ICT risks and issues to the EO and the GMP Finance, Audit and Risk sub-Committee. • Develop and implement strategies that enable the identification, readiness and response to areas of risk associated with ICT infrastructure, including external hacks and data breaches. • Ensure the provision of effective ICT performance, Client support, application development, IT lifecycle programs, disaster recovery plans and processes. • Manage the telephone system and mobile phone assets.
<p>4. Risk Management</p>	<ul style="list-style-type: none"> • Develop and implement the Risk Management framework and provide regular reporting relating to the Risk Register to the EO and the Finance, Audit and Risk sub-Committee. • Lead activities and regularly analyse and monitor business risks and develop risk mitigation processes (including security of premises, systems and assets). • Ensure effective controls are in place to detect unauthorized use of GMP funds and assets. • Ensure compliance with legislative and regulatory requirements that impact the work of GMP. • Provide organisational direction by undertaking risk analysis of the internal and external environment that affects GMP and identify continuous quality improvement.

**Chief Finance Officer
Role Description**

<p>5. Leadership</p>	<ul style="list-style-type: none">• Work closely with (and provide support to) the Engagement HUB Leader in fundraising initiatives, including processing management and tracking all forms of donations and producing income reports.• Work closely with (and provide support to) the Programs HUB Leader in developing financial templates of partner organisations and Churches and reviewing reports for accuracy and allocating funds in accordance with grant agreements.• Regular review of partner audits.• Seamless cooperation with the GMP Leadership and wider staff team.• Positive contribution to a collaborative and positive team.• Cooperative work with staff of other agencies including Church Agency networks and DFAT.• As a member of the Senior Leadership group, participate fully in the collective responsibility of delivering GMP's objectives, including through engagement and collaborative effort with staff at all levels.• Be a role model for effective and positive leadership which is faith based, ethical, outcomes driven and future orientated.• Collaborate with other members of the Senior Leadership team to promote and achieve organisation cohesion, the development of a culture of continuous improvement and the promotion of adherence of GMP's values.• Play a leadership role in creating and maintaining a positive organisational culture and an engaged Finance and Corporate Services team.• Provide ongoing coaching and feedback to direct reports on performance and personal career development.• Contribute to a healthy and safe work environment.
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Chief Finance Officer
Role Description

Requirements	
	1. A degree in finance, accounting or business (CPA/CA preferable).
	2. Seven years' experience in financial management, CFO or director level.
	3. Previous international NGO experience (preferable).
	4. Demonstrable experience improving or implementing new systems (e.g. Xero, IT).
	5. Thorough understanding of finance, systems and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources and marketing.
	6. Ability to travel overseas and interstate as required.
	7. At the time of application, the successful applicant will already have the legal right to live and work in Australia.
	8. Commitment to work according to the Christian mission, vision and values of GMP.
	9. Compliance with the GMP code of conduct.
	10. Maintain acceptable police and working with children checks.

Delegations and Authority	
	1. Reporting signed off by Executive Officer.
	2. Input developed in cooperation with other Senior Leaders.

Professional Development	
	1. Plan developed, implemented and reviewed annually.

Remuneration and Review Conditions	
	1. Health Professionals and Support Services Award.
	2. According to the policies of GMP and the relevant Fair Work Australia requirements.

I acknowledge that I have read and understood this Role Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement.

Employee Name:			
Signature:		Date:	

Executive Officer:			
Signature:		Date:	