

**TANGENTYERE COUNCIL**

**POSITION DESCRIPTION**

Position Title Chief Financial Officer

Division Finance

Classification ES1

Job Holder

Prepared by Patrick McDonald Date 05/02/2020

Position reports to Chief Operating Officer

Staff reporting to position 6

1. **Position Summary**

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.

1. **Responsibilities**
2. Provide leadership within the Finance Division and manage staff performance issues within the Division.
3. Manage financial information systems for the Council and affiliated entities.
4. Financial management of Council and affiliated entities including budgets, cash management, strategic financial planning and payroll.
5. Financial control of all Tangentyere assets and associated interests.
6. Financial advice to the CEO and Boards of Directors as required.
7. Representing Tangentyere’s financial interests with stakeholders and third parties.
8. Other duties as required
9. **Major Accountabilities**

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| --- | --- |
| **ACCOUNTABILITIES** | **PERFORMANCE INDICATORS** |
| 1. **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 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 Executive are produced on time and are comprehensive |
| 1. **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 are able to 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 |
| 1. **Financial management of Council and affiliated entities including budgets, cash management, strategic financial planning 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 | * 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 * Payroll is processed weekly and statutory reporting obligations are fulfilled |
| 1. **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 |
| 1. **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 |
| 1. **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 |

1. **Relationships**

**Internal**

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

**External**

* Auditors
* Westpac Bank
* Funding body Managers
* Politicians as required by OCE

1. **Competencies**

**Tangentyere Core Competencies**

* **Commitment**
* **Teamwork**
* **Communication**
* **OHS**
* **Cultural Awareness**

1. **Qualifications and Selection Criteria**
2. CPA or CA with a degree in accounting or commerce
3. A thorough knowledge of corporate and government financial systems and relationships
4. Proven experience in a similar role
5. Proven experience in the use and maintenance of computerised accounting systems and Excel
6. Proven experience in reporting to Boards and Government Bodies
7. NT Drivers Licence, Ochre Card and Satisfactory Police Check

**Desirable:**

1. Experience working with an Indigenous organisation
2. Experience in negotiating and mediating with government and resource agencies
3. Experience in creating and maintaining databases
4. Experience in SQL report writing
5. **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: Name:**

**Date Effective:**

**Signature:**

**Manager: Name:**

**Date Effective:**

**Signature:**