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GOVERNANCE AND IMPLEMENTATION

This resource should be reviewed and endorsed in accordance with the organisation's governance and document control processes prior to implementation.

[Insert Organisation's Letterhead / Header]

DUTY STATEMENT

POSITION TITLE:	Finance Officer / Chief Financial Officer (CFO)
REMUNERATION/CONDITIONS:	In accordance with Health Professionals and Support Services Award 2020 (or relevant award classification)
POSITION STATUS:	Full-time
DIRECTLY RESPONSIBLE TO:	Chief Executive Officer (CEO)
PERFORMANCE APPRAISAL:	6 month probationary period; performance reviews every 12 months thereafter
POSITION FUNCTION:	The Finance Officer / CFO is responsible for the strategic financial management and oversight of [Service], ensuring strong fiscal control, transparency, compliance with funding agreements, and support of sustainable organisational growth. The CFO leads financial planning, budgeting, reporting, audit coordination, and contributes to strategic decisions alongside the CEO and Board.
MINIMUM SKILLS REQUIRED:	Tertiary qualifications in Accounting, Commerce, or Finance. Demonstrated understanding of Australian Accounting Standards, ATO regulations, and funding agreement requirements. Proven track record in managing budgets, financial forecasting, and audit processes

POSITION SUMMARY

The Finance Officer / CFO leads the financial operations of the organisation and is responsible for delivering financial stewardship aligned with the organisation's goals and compliance obligations. This includes financial reporting, grant management, auditing, risk assessment, payroll oversight, and strategic input into business planning. The CFO ensures the financial health of the organisation by maintaining accurate records, supporting decision-making, and managing reporting to government funding bodies and the Board.

RESPONSIBILITIES

Financial Management

- Prepare, monitor, and review annual budgets in consultation with CEO and program managers
- Ensure accurate and timely financial reporting in compliance with Australian Accounting Standards
- Manage accounts payable, accounts receivable, bank reconciliations, and general ledger
- Supervise payroll and ensure accurate processing and compliance with industrial instruments

Grant and Funding Oversight

- Ensure compliance with all financial reporting obligations under grant and funding agreements
- Prepare financial acquittals and monitor grant expenditure against deliverables
- Support program managers in tracking and managing funded budgets

Reporting and Compliance

- Provide monthly financial reports to CEO and Board, including profit and loss, balance sheet, and cash flow statements
- Prepare for and coordinate annual external audit, ensuring timely and accurate documentation
- Ensure compliance with tax obligations (BAS, PAYG, FBT, GST)
- Maintain asset registers and depreciation schedules

Strategic Input

- Advise CEO and Board on financial risks, opportunities, and sustainability strategies

- Contribute to strategic planning and operational decision-making
- Identify opportunities for cost savings, investment, and financial growth

System and Policy Oversight

- Maintain and improve financial systems and processes
- Develop and maintain financial policies and procedures
- Ensure internal controls are robust and adhered to

MEETINGS

- Attend and contribute to Board finance and audit committee meetings
- Liaise with external stakeholders including auditors, funding agencies, and banks
- Participate in executive and leadership meetings

KEY PERFORMANCE INDICATORS

KPI Area	Key Performance Indicator (KPI)
Budget Management	Annual budgets prepared and approved by deadline; 100% alignment with funding agreements
Reporting Accuracy	Monthly financial reports delivered to CEO and Board on schedule with <2% variance due to error
Grant Compliance	100% of grant acquittals submitted on time and compliant with funding body requirements
Audit Readiness	Unqualified audit outcome; 100% of documentation submitted to auditor on time
Payroll Oversight	Payroll compliance maintained with no Fair Work or ATO breaches
Cost Efficiency	Identified and implemented cost savings and process improvements annually

PROFESSIONAL DEVELOPMENT

- Remain current with financial legislation, accounting standards, and sector requirements
- Undertake training as approved by CEO or Board

ESSENTIAL SKILLS AND EXPERIENCE

- Tertiary qualifications in Accounting, Commerce, or Finance
- Minimum 5 years' experience in a senior finance role, preferably in a not-for-profit or ACCHO environment
- Strong proficiency in accounting software (e.g., MYOB, Xero, Sage) and Microsoft Excel
- Excellent analytical, reporting, and problem-solving skills
- High-level interpersonal and leadership skills
- Demonstrated cultural competency and ability to work respectfully in Aboriginal community settings
- Current National Police Check
- Working with Children Check or equivalent
- Current Driver's Licence

MANDATORY REQUIRMENTS

- Bachelor's degree in accounting, finance, or business
- CPA or CA accreditation (or significant progress toward qualification)
- Experience managing finances in a non-profit or ACCHO setting
- Knowledge of Aboriginal health funding structures, including PIP, WIP, and grant cycles
- Strong ethics, confidentiality, and high-level professionalism
- Ability to comply with all organisational policies and procedures

SIGNATURE & ACKNOWLEDGEMENT

I agree to abide by the standards and policies and have read and understood the job description and agree to comply with same.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____