### Role Title:
Chief Financial Officer

### Department:
Executive Services

### Reports to (title):
Chief Executive Officer

#### Organisational Environment

MADEC is a community based non-profit company dedicated to servicing the Sunraysia, Mid Murray, Murray Darling, Riverland, Murraylands, Kadina/Clare and Adelaide South regions. As an innovative and responsive community business MADEC will meet the needs and aspirations of individuals and communities through premium provision of community education, training, employment and enterprise services.

MADEC operates as a multi-site service provider within Job Services Australia, managing an Education, Employment Services Contract which delivers employment/educational outcomes for defined client groups in accordance with guidelines set down by the Department of Education, Employment and Workplace Relations (DEEWR).

#### Primary Purpose of Role

The Chief Financial Officer (CFO) is an advisory role to the CEO and is responsible for the establishment and management of a financial management framework and the exercise of financial management responsibilities in accordance with legislation and providing critical information regarding the organisations performance.

#### Direct Reports to this Role

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<thead>
<tr>
<th>Number</th>
<th>Name</th>
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<tbody>
<tr>
<td>1.</td>
<td>Finance Manager</td>
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<tr>
<td>2.</td>
<td>Infrastructure &amp; OH&amp;S Manager</td>
</tr>
<tr>
<td>3.</td>
<td>Labour Hire Manager</td>
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<tr>
<td>4.</td>
<td>Payroll Officers x 3</td>
</tr>
<tr>
<td>5.</td>
<td>Accounts payable / receivable staff x 3</td>
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<table>
<thead>
<tr>
<th>Total Number of Reports</th>
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<tbody>
<tr>
<td>9</td>
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#### Key Relationships

<table>
<thead>
<tr>
<th>Internal</th>
<th>Chief Executive Officer</th>
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<tbody>
<tr>
<td></td>
<td>Executive Services Management Team</td>
</tr>
<tr>
<td></td>
<td>Board of Directors</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>External</th>
<th>Government Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Auditing bodies</td>
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<tr>
<td></td>
<td>Funding bodies</td>
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</tbody>
</table>
**Key Responsibilities/Accountabilities**

<table>
<thead>
<tr>
<th>Activity</th>
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<tbody>
<tr>
<td>Advise on the financial implications of strategic management decisions and establishing financial soundness of proposed business growth opportunities.</td>
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<tr>
<td>Ensure accurate and timely financial reports and forecasts for the whole organisation so as to provide clear insight into its financial condition enabling high quality and effective decision making.</td>
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<tr>
<td>Ensure that the profits of the organisation are protected through the establishment of effective budgetary controls and expenditure procedures.</td>
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<tr>
<td>Implement policies and procedures to ensure the security of funds and assets.</td>
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<tr>
<td>Model business project outcomes and understand financial implications and financial risk.</td>
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<tr>
<td>Oversee financial policies and procedures for the accurate and consistent recording and reporting of all financial matters including budgeting, external financial reporting, internal financial reporting, capital funds tracking, project cost accounting, project and operational performance analysis, periodic reports to the Board of Directors, internal cost studies, and grant applications.</td>
</tr>
<tr>
<td>Interpret, analyse and present financial and related information to facilitate understanding of options to resolve complex problems and take available opportunities.</td>
</tr>
<tr>
<td>Oversee the management and co-ordination of all fiscal reporting activities for the organisation including: revenue/expense and balance sheet reports, cash flow reports, reports to funding agencies.</td>
</tr>
<tr>
<td>Analyse cash flow, cost controls, and expenses to guide business leaders. Analyse financial statements to pinpoint potential weak areas and provide options or solutions.</td>
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<tr>
<td>Ensure compliance with local, state and federal budgetary requirements.</td>
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<tr>
<td>Support the annual budgeting and action planning process.</td>
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<tr>
<td>Identifying and assessing all risk and preparing plans to mitigate risk.</td>
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<tr>
<td>Assist in the design, implementation, and timely calculations of wage incentives, profit share, and salaries for employees.</td>
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<tr>
<td>As part of the Executive team, work with the CEO on strategic vision of the organisation.</td>
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<tr>
<td>Interact with other managers to provide consultative support to planning initiatives through financial and management information analyses, reports and recommends.</td>
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<tr>
<td>Attend Board and sub-committee meetings as requested.</td>
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<tr>
<td>Make financial presentations at board and subcommittee meeting and at the periodic meeting of various advisory committees.</td>
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<tr>
<td>Provide departmental periodic reporting and actual financial performance against budget and evaluation of vacancies.</td>
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<tr>
<td>Create a high performance culture with a strong team focus. Coach, mentor and develop team members.</td>
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<tr>
<td>Assist with securing new property and negotiate and manage leases.</td>
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<td>Manage the fleet vehicle program.</td>
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</tbody>
</table>
Oversee the maintenance of the inventory of all fixed assets.

Oversee the insurance requirements of the organisation.

Oversee Accounts Payable/Accounts Receivable, purchasing and payroll functions.

**General**

Contribute to the achievement of the goals as outlined in the Strategic Plan and the overall objectives of the organisation.

Participate in staff appraisal/professional development review process at least annually.

Participate in the Quality and Safety Management System by assisting with monitoring and evaluating of activities and mechanisms, identifying opportunities for improvement and correcting problems to improve customer service.

Adhere to MADEC’s policies and procedures and “Code of Conduct” for employees.

Complying to OH&S, WorkCover and EEO requirements by supporting the overall Quality and Safety Management System to provide a safe and healthy work environment, free from sexual harassment and discrimination.

Comply with MADEC’s Environmental Management System (EMS) by committing to the continuous improvement of our environmental performance by implementing measures to ensure avoidance of environmental harm and minimisation of impacts.

### Qualifications and Experience:

<table>
<thead>
<tr>
<th>Qualifications/Memberships:</th>
<th>Completion of tertiary qualifications in Business / Finance / Accounting</th>
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<tbody>
<tr>
<td></td>
<td>Membership of the Institute of Chartered Accountants in Australia (ICAA), CPA Australia, or equivalent.</td>
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<td></td>
<td>A National Police Check.</td>
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<table>
<thead>
<tr>
<th>Experience:</th>
<th>Five to seven years of financial experience and management experience with the day-to-day financial operations of medium-sized organisation.</th>
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<tbody>
<tr>
<td></td>
<td>In depth understanding and experience in business systems, commercial and contractual arrangements, finance and funding, accounting systems, and taxation.</td>
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<td></td>
<td>Experience with, and/or understanding of, the special requirements of operating in a not-for-profit business setting.</td>
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<td>Experience in strategic planning and execution;</td>
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<td></td>
<td>Knowledge of contracting, negotiating, and change management;</td>
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<tr>
<td></td>
<td>Experience with Finance One is highly desirable.</td>
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<table>
<thead>
<tr>
<th>Skills:</th>
<th>Effective negotiation and change management skills;</th>
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<tr>
<td></td>
<td>Superior leadership, management and interpersonal skills;</td>
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<td></td>
<td>Ability to analyse financial data and prepare financial reports, statements, and projections;</td>
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<td>Ability to present financial information with detailed information and options available;</td>
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<tr>
<td>Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects. Ability to participate in and facilitate group meetings.</td>
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<tr>
<td>Manage, coach and mentor staff, including regular progress reviews and plans for improvement;</td>
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<tr>
<td>Excellent written and oral presentation skills to be able to present financial matters clearly;</td>
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<td>Excellent administrative organisational and report writing skills with a strong focus on accuracy;</td>
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<tr>
<td>Recognise and be responsive to the needs of all clients of the organisation, including funding organisations, the Board of Directors, local community advocates, participants, and employers;</td>
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<tr>
<td>Competent use and knowledge of computer software, particularly MS suite of products and proficiency in the use of databases.</td>
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At MADEC We Value

**Trust, Honesty and Accountability**
The upholding of trust, honesty and individual and organisational accountability in all we do and say.

<table>
<thead>
<tr>
<th>The behaviour:</th>
<th>Walks the talk</th>
<th>Shows respect</th>
<th>Is transparent</th>
<th>Is accountable</th>
</tr>
</thead>
</table>

**Two or three key actions to demonstrate in this role:**
Communicates consistently, honestly, constructively and with good intent.
Recognise, give credit to and respect our people for their contributions.

**Dignity and Respect**
The right of each and every person to be treated with respect and dignity.

<table>
<thead>
<tr>
<th>The behaviour:</th>
<th>Supports team members and colleagues</th>
<th>Builds relationships</th>
<th>Energises others</th>
</tr>
</thead>
</table>

**Two or three key actions to demonstrate in this role:**
Treats colleagues and subordinates in a fair and equitable manner.
Build relationships across the organisation.
Relates easily with a wide range of diverse people.

**Community**
The spirit and ethos of community development and community well-being.

<table>
<thead>
<tr>
<th>The behaviour:</th>
<th>Community focus</th>
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**Two or three key actions to demonstrate in this role:**
Looks for opportunities to strengthen the communities we operate in.

**Initiative and Creativity**
The initiative and creative potential of individuals and the contribution they can make to MADEC.

<table>
<thead>
<tr>
<th>The behaviour:</th>
<th>Open to new ideas</th>
<th>Shows initiative</th>
<th>Adaptive</th>
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</thead>
</table>

**Two or three key actions to demonstrate in this role:**
Open to new ideas and processes.
Collaborate on changes and support ideas of others.

**Growth and Development**
The professional growth and development of board members, management and staff that will enhance their skills, knowledge and experience.

<table>
<thead>
<tr>
<th>The behaviour:</th>
<th>Creates a picture of success</th>
<th>Develops and coaches others</th>
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**Two or three key actions to demonstrate in this role:**
Provides service, knowledge and experience to others.
Provides a culture that supports continual learning.
### Quality and Continuous Improvement
The development and delivery of high quality services to our clients and customers through continuous improvement and organisational development processes.

**The behaviour:**
- Understands the business
- Seeks opportunities for business benefit
- Thinks analytically
- Thinks conceptually

**Two or three key actions to demonstrate in this role:**
- Understands how the department works and contributes to business success
- Challenges the status quo
- Continually reviews processes to ensure best practice.

### Economic, Social and Environmental Sustainability
The principles and practices of economic, social and environmental sustainability.

**The behaviour:**
- Understands the business
- Seeks opportunities for business benefit
- Thinks analytically
- Thinks conceptually

**Two or three key actions to demonstrate in this role:**
- Seeks opportunities to improve, quality and efficiency, safety, health and the environment
- Ensure safe working environment for employees by actively resolving safety issue in a timely manner.
- Being thoughtful about resource

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**Approved by:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Title</th>
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<tbody>
<tr>
<td>Louise Williams</td>
<td>Human Resources Manager</td>
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<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>3/12/2013</td>
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**Employee Acknowledgement:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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