

POSITION DESCRIPTION Chief Financial Officer (CFO)

POSITION STRUCTURE		
Reporting structure:	Reports to	Chief Executive Officer
Team Unit:	Direct reports	Office Coordinator, Finance Officer
POSITION OBJECTIVE		
<p>The CFO will collaborate closely with the Board, CEO and other team members in setting and delivering Jesuit Mission's financial and strategic objectives. The CFO's responsibilities include:</p> <ul style="list-style-type: none"> - Advising on short and long-term business and financial planning - The provision of regular financial reports to key stakeholders including the CEO, Board and regulators - The management of financial budgets and forecasts, cash flow and investment planning, financial modelling and business case development and review - The provision of company secretarial services to the organisation including the preparation of board papers and support for Board committees - The development and maintenance of the finance, audit, and risk management framework - Oversight of the office administration processes 		
POSITION SPECIFIC RESPONSIBILITIES		
KEY ACCOUNTABILITIES	KEY TASKS	
Finance Management	<ul style="list-style-type: none"> • Present monthly, quarterly, and annual financial statements to CEO and Board • Financial and management accounting, analysis and advice • Develop and monitor budgets and track performance • Oversee cash flow management, investments, forecasts and reporting • Track the performance of short- and long-term projects • Manage the provision of accounts payable, payroll, HR, and salary packaging services • Implement financial and corporate management systems to increase organisational efficiency, accountability, transparency and decision-making • Oversee vendor contract management and other agreements • Ensure financial operations comply with State and Federal laws 	

Risk, Audit and Regulatory Compliance	<ul style="list-style-type: none"> • Ensure an appropriate internal control framework supported by relevant financial and risk management policies including organisational compliance monitoring and reporting • Establish and maintain internal controls over all reporting through appropriate policies and procedures • Ensure appropriate systems and controls are in place to identify and manage financial risks and ensure such risks are acceptable to the Board and are within the established guidelines and policies • Manage the relationship with external auditors ensuring that Jesuit Mission meets all requirements for annual financial statements • Fulfil all regulatory reporting requirements and lodgements including ATO, ACNC, ASIC, Fair-Trading NSW and state fundraising licences
Strategic Planning and Execution	<ul style="list-style-type: none"> • Participation in the execution of the strategic plan • Lead a collaborative financial planning process for the business and ensure effective planning cycles within Finance and Business Operations are aligned with the strategic directions of the organisation • Maximise Jesuit Mission's financial strength through effective cash flow management and appropriate investment strategies • Oversee the short and long-term investment strategies of Jesuit Mission's assets in line with investment policies
Board and Company Secretarial	<ul style="list-style-type: none"> • Prepare reports for the Board, RAF and Investment Committees and other sub-committees of the Board as required • Provide Company secretarial services as required • Provide financial advice and analysis to the Board and CEO on all strategic and operational aspects of financial management for the organisation
International Partners	<ul style="list-style-type: none"> • Work with the International Programs team to ensure international acquittals are in compliance with internal policies and procedures including foreign currency management • Work with International Partners to develop financial risk assessments, coordinate financial reporting and build capacity in financial capability through ongoing training and mentoring
Stakeholder and supplier relationship management	<ul style="list-style-type: none"> • Oversee the administrative functions ensuring the efficient operation of the office and office environment • Maintain open and collaborative working relationships with staff volunteers, partners and supporters • Work with the Province and other Jesuit teams to develop and implement Province wide initiatives • Manage share service operations including, payroll, HR, IT and group insurance • Work with all banks and financial institutions to deliver outcomes for the benefit of Jesuit Mission • Oversee other administrative functions as and when required
General	<ul style="list-style-type: none"> • Assist in the delivery of this work in accordance with the mission, strategic plan, and policies and procedures of Jesuit Mission • Actively participate in team meetings, strategic planning and attends events and functions as required

KEY COMMUNICATIONS

Internal	External
CEO Jesuit companions Jesuit Mission Staff Volunteers and Event Committees	Province Finance and other Jesuit Teams Jesuit Mission donors, partners, and supporters Jesuit Province, Social Ministries, and other Jesuit services Suppliers and outsourced providers External Auditors Banks and other Financial Institutions

SELECTION CRITERIA

Essential

- Professional qualifications including CA/CPA
- Solid accounting experience (5+) with strong technical and analytical skills
- Thorough knowledge of accounting principles, procedures and presentation of Financial Statements
- Strong commercial acumen
- Experience with Company Secretarial matters
- Risk management approach to operations
- Strong administration, interpersonal and communication skills
- Advanced computer skills including advanced Microsoft, CRM and accounting systems
- Experience managing effective relationships with external suppliers
- An understanding of and willingness to work within the Catholic ethos

Desirable

- Tertiary qualifications in Accounting, Business Management or related fields
- Understanding of the compliance and regulatory environment for not-for-profits including DGR and PBI
- Good understanding of fundraising legislation and regulatory environment
- An understanding and willingness to promote Ignatian spirituality / Gospel values in the workplace

ORGANISATIONAL OVERVIEW

As the international development organisation of the Australian Jesuit Province, Jesuit Mission works with our most vulnerable sisters and brothers overseas, empowering them to live full and free lives. We partner with local Jesuits and companions in Asia and Africa to provide a range of support and training programs, including life-changing education programs for girls and boys; healthcare and livelihood training to some of the world's poorest communities; support to vulnerable individuals through pastoral care, and emergency relief to communities affected by disasters.

ORGANISATIONAL VALUES

- Welcoming: forming strong, faithful relationships
- Discerning: being reflective and strategic in all we do
- Courageous: standing up boldly to effect change

ORGANISATIONAL RESPONSIBILITIES

Positive Working Relationships

- Manages self so as to work collaboratively and productively as part of a well-functioning and dynamic team that contributes positively to the work of Jesuit Mission and its values
- Facilitates good, productive and appropriate working relationships with Jesuit Mission and the Society of Jesus staff, volunteers, donors, partners, suppliers and other Jesuit ministries
- Works closely with the Society of Jesus Province and other Jesuit ministries to ensure that the work of Jesuit Mission can be completed in the most effective and efficient manner

Respect

- Behaves in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity or ability
- Provides and promotes an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying and violence to ensure that acceptable standards of conduct are maintained at all times and takes appropriate action if unacceptable conduct is observed

Quality Assurance and Continuous Improvement

- Attends relevant meetings, workshops, conferences and training, as required
- Becomes familiar with and follows the Province's quality and standard policies, procedures and management instructions
- Is open to new ways of doing things that enhance working in an environment that subscribes to the Ignatian way
- Strives for continuous improvement in the quality system and work practices by being alert to opportunities for improvement

Health and Safety

- Complies with the requirements of relevant Work, Health and Safety (or Health and Safety) Acts and related procedures developed by the Mission
- Works in a manner that considers the duty of care for self and others and is safety conscious at all times
- Reports inappropriate behaviours which endanger self or others including bullying and other harassing behaviours/incidents
- Reports to work physically and psychologically fit for duty
- Ensures all work areas are maintained in a safe condition and reports (to the manager) if they are not
- Completes site induction (where necessary)

CHILD PROTECTION

Our organisation takes child protection seriously, and as an employee of Jesuit Mission, you are required to meet the behaviour standards outlined in our code of conduct. You have received a copy of the code of conduct as part of your induction pack.

Therefore, as part of your duties and responsibilities, you are required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and well-being of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations, or disclosures of alleged abuse to the management
- maintain valid 'working with children' documentation
- undergo periodic 'national criminal history record' checks
- report to management any criminal charges or convictions you receive during your employment/volunteering that may indicate a possible risk to children and young people

CONDITIONS OF EMPLOYMENT

The successful applicant will be subject to a Working with Children Check and Criminal History Records Check.

Our organisation undertakes several screening processes to ensure the appropriate protection of children in its care. This may include reference checks, identity checks, qualification checks and professional registration checks.

Position Description updated	January 2023
Approved by	Chief Executive Officer