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| **Position** | **Work Location** | **Position Description Completed** |
| Chief Financial Officer (CFO) | SLSNSW Headquarters - Belrose | February 2020 |
| **Reports To:** | **Direct Reports:** | **Department** |
| Chief Operating Officer, SLSNSW | Finance Controller,  Accounts Officer x2 | Finance |

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| **Purpose Statement** |
| The CFO is responsible for all financial and fiscal management aspects of Surf Life Saving NSW and Surf Life Saving Services. This role directs the organisation's financial planning and accounting practices as well as its relationship with financial institutions and auditors. The CFO provides strategic financial advice, analysis and recommendations to the COO and CEO. It includes analysing financial information and the preparation of financial reports as required by legislation to meet the SLSNSW and SLSS Action Plan. This role requires inspection of reports/policies, managerial responsibilities, and overseeing budget management frameworks, reporting and forecasting. The CFO presents reports to the Finance Audit and Compliance Committee (FACC), Investment Advisory Committee (IAC) and SLSNSW/SLSS Boards as required from time to time. This role also provides secretariat and financial data support to both these committees. |

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| **DIRECT Reporting Relationship** |
| Chief Executive Officer  Chief Operating Officer, SLSNSW  **Finance Controller**  **Chief Financial Officer**  **Senior Accounts Officer**  **Accounts Officer** |

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| **Selection Criteria** | |
| **Essential** | **Desirable** |
| * Tertiary qualifications in Accounting–CPA/CA * Professional written/ verbal communication and interpersonal skills * Experience with MYOB and reporting applications such as Calxa * 5+ years’ experience in senior-level finance or accounting position * Knowledge of relevant legislative requirements * High level experience working in the NFP sector and with Boards * Strong understanding of governance * Commitment to working in a team environment and to the Fundamental Principles of Surf Life Saving in NSW * Proven ability to manage and coach staff to achieve strong performance * Advanced PC Skills (word, excel, outlook) * Demonstrated ability to communicate internally with managers and senior executives * Advanced ability to analyse data and to draw appropriate conclusions * Advanced report writing skills * Self-motivated and ability to work within tight deadlines and with a high degree of accuracy * Some out of usual business hours, on call work and travel within NSW are inherent requirements of this role * Proven experience managing all aspects of a Finance Department with a hands-on approach. | * Knowledge of Surf Life Saving in New South Wales. |

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| **ROLE SPECIFIC RESPONSIBILITIES** | |
| **Responsibility** | **Description of Responsibility** |
| **Systems and Processes** | * Ensure the highest level of financial governance is maintained, promoted and reported on * Drive compliance and effective internal financial policies and control procedures throughout SLSNSW and SLSS * Manage processes/ systems changes to ensure contemporary governance and introduce new systems to meet these governance requirements whilst at the same time ensure compliance with relevant legislative and statutory requirements and accurate reports * Review and implement systems and work practices to maintain data reliability & integrity * Liaise with external auditors, respond to audit management letters and ensure implementation of agreed recommendations * Liaise with the Director of Finance on strategic and business plans * Oversee the prompt and accurate payment of all accounts, wages, etc., and the issuing of all invoices * Respond to accounting enquiries and follow up any outstanding accounts * Oversee maintenance of the company’s Asset Register and Compliance Register * Prepare accounts for audit and for inclusion in the Annual Report * Make financial distributions to clubs, branches * Manage investments, with the direction of the Investment Advisory Committee and approval of the CEO, including; withdrawal, investment, rollover and transfer of funds between cash deposits, fixed term deposits and operating accounts * Attend and contribute as required to Senior Leadership Team Meetings as required * Attend and contribute to SLSNSW and SLSS management meetings as required * Be proactive in the continuous improvement of accounting, reporting, internal control systems and risk management procedures * Ensure the Finance Department acts as a proactive and valued source of financial information with its internal customers * Interact with SLSNSW and SLSS managers to provide consultative support to planning initiatives through financial and management information analysis, reports, and recommendations * Ensure records systems are maintained in accordance with generally accepted auditing standards * Advise the COO and Senior Leadership on all financial, fiscal and risk management matters * Ensure information provided is accurate * Meet internal/external deadlines * Achieve a high level of satisfaction of internal/external customers * Respond in a timely fashion to audit recommendations and ensure implementation. Ensure timetable is agreed with auditors and dispatched in time to meet all obligations * Year end audit completed in a timely fashion to ensure state accounts are ready for Director’s meeting. Also help to minimise audit fees; Ensure Financial Controller is properly administering the FA register. |
| **General Ledger and Reporting** | * Accurately control and report on the financial position of SLSNSW and SLSS * Process accounting transactions and reconcile General Ledger balances as appropriate of SLSNSW. Take steps to maintain the accuracy of the financial records * Provide financial information for all SLSS and SLSNSW operations and grants * Prepare reports for Board of Directors Meetings and respond to requests for information from the Directors on SLSNSW and SLSS matters * Prepare year end consolidated accounts * Review month end reconciliations – SLSS and SLSNSW * Review the preparation of SLSS reporting Integrity of chart of accounts is maintained * Ensure reporting timeframes are met * Ensure monthly reporting processes are in place and effective * Ensure the General ledger closed in accordance with timetable * Ensure a high level of satisfaction of users of financial information * Ensure Monthly reconciliations are accurate and on time * Ensure Consolidated accounts are accurate and on time * Achieve an unqualified audit report. * Undertake review of management accounting reports to ensure they provide the most effective means for the management team to drive the business. |
| **Budgeting and Forecasting** | * Develop and maintain the Surf Life Saving NSW and SLSS budget * Prepare budgets for Finance related programs * Ensure meaningful budgets and accurate forecasts are produced, which are understood by those responsible for their management. |
| **Fiscal Responsibilities** | * Ensure SLSNSW and SLSS meets relevant Federal and State legislative requirements and accounting policies and procedures, in particular, the ATO, BAS, Dept of Fair Trading, ASIC and Dept of Gaming & Racing * Ensure all external government grants (State and Federal) are acquitted on time and within contractual obligations * Manage all accounting functions and ensure complete integrity of financial systems for the management of cash, banking procedures, payroll and payment * Meaningful accounting support to non-financial staff members is provided * Display a high level of understanding of the information provided. |
| **Other Duties** | * Lead a positive culture within the Finance team while delivering and meeting SLSNSW and SLSS objectives and the Finance strategies * Take a lead role in managing projects as delegated by the COO and CEO * Manage and mentor the Financial Controller and team members * Participate in and ensure completion of TIDE performance and planning review discussions for all Finance Staff. * Positively accept new projects which meet objectives and project timelines are met * Training needs of direct reports are identified and met * Evidence of strong performance by team * Meets regularly with direct reports to ensure objectives are being met * Ensure staff are effectively managed and in accordance with SLSNSW policies and procedures and individual position description. |

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| **Core Responsibilities (All Staff)** | |
| **Accountabilities** | **Key Performance Indicators (KPI’s)** |
| Work Health and Safety | * Demonstrates action taken in identifying hazards, assessing risk, and immediately report any injury, near miss and damaged equipment or any other hazard observed in the workplace * Demonstrates duty of care, considers own safety and the safety of others while at work * Reasonably complies with WHS guidelines and procedures, using protective clothing or equipment provided at all required times * Is fully aware of SLSNSW’s safety procedures and expectations, and actively participates and contributes * Participates in the ongoing improvement of the SLSNSW WHS policy and visibly and constantly supports its implementation * Practice and promote the Equal Employment Opportunity, Anti-bullying, Anti-discrimination and Harassment Policy by treating fellow staff and others fairly and equitably and without discrimination, harassment or bullying. |
| Organisational Culture | * Promotes and encourages personal growth and effective communication. * Understands and supports policies and procedures of the organisation as defined in the SLSNSW Employee Handbook. * Continually contributes to and supports volunteers & staff, including Board of Directors, Branches, Clubs & Members. |
| Leadership/Teamwork | * Supports the decisions of SLSNSW Board of Directors and Management * Displays willingness to assist others, shares knowledge openly, cooperates and supports the department. * Receptive and open to feedback * Maintains a positive and constructive attitude that promotes confidence in those around them. * Contributes to staff meetings and promotes the exchange of information throughout the organisation. * Regularly meets with Manager to discuss performance, plans and current issues |
| Continuous Improvement | * Exercises initiative in making improvements to work processes and outcomes. * Always searches for better ways and strives for best practice. * Actively seeks new ideas and improvement. * Embraces and adapts to change. |

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| **WORKING RELATIONSHIPS** |
| Externally, the CFO liaises with the Bank, ACNC, ATO, ASIC and other relevant Government bodies as part of the general day to day activities in the role. Working effectively with the Auditor at end of financial year is an important part of the role.  Internally, a focus of the CFO role is to work closely with the SLSNSW portfolios specifically in regard to the financial reporting, budgeting and other relevant financial matters. |

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| **Approval** | | | | |
| This position description has been reviewed and is considered to accurately reflect the requirements of the role and the organisation | | | | |
| CEO | |  | Date |  |
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| COO, SLNSW | |  | Date |  |
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| I have read and understood this document and agree to perform the duties and responsibilities as listed within the list | | | | |
| Occupant Name |  | | | |
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| Occupant Signature |  | | Date |  |
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