

Chief Financial Officer (CFO)

The purpose of the position is to develop and maintain the financial systems that will enable QPASTT to thrive as an organisation and achieve our vision and mission. This role is an important part of the Senior Leadership Team with responsibility for managing financial processes and meeting compliance requirements as well as providing financial insight and analysis that supports QPASTT's ongoing viability.

QPASTT works throughout Queensland. We are a purpose driven agency committed to the greater good. Our drive is to contribute to the Queensland community in ways that make it a better place to belong for refugee survivors of torture and trauma. The clients and communities who we support are at the centre of our service and we strive to meet their aspirations and needs.

All our leaders love our diversity and feel comfortable managing staff from a range of cultural and religious backgrounds.

Team & Location: Senior Leadership Team. Based at Woolloongabba.

Level: 0.6 FTE Level 8 SCHCADS Award (\$105,340-\$109,490 pro rata). Plus access to salary sacrifice

Reporting to: Co-CEO Quality and Innovation

Delegations: Financial, Administration, Legal.

What we do matters – our purpose

Healing the past, nurturing the future.

Our vision is for refugee survivors of persecution to live lives liberated from the harms of torture, trauma and human rights injustice. We exist to nurture meaningful futures by assisting refugee survivors to heal, belong and thrive in our community.

How we do things – our values

Kindness

We care.

In all our work, survivors of torture and trauma come first.

Optimism

We strive to build meaningful futures.

We are committed to healing being a journey of growth across mind, body and spirit.

Perseverance

We don't give up.

We understand that healing requires time, patience and courage for individuals, families and communities.

Justice

We believe that to heal and belong are human rights.

We collaborate to build opportunities so that survivors of torture and trauma can belong and thrive in our community.

Coordination of Financial Operations

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| <ul style="list-style-type: none"> ▪ Financial administration of payroll, staff entitlements, PAYG payments, superannuation, salary packaging payments, accounts payable, accounts receivable and bank reconciliations (including credit cards). ▪ Manage the recording of leave entitlements for staff. ▪ Integrate timesheets with payroll. ▪ Preparation and lodgement of quarterly Business Activity Statements and annual FBT statement. ▪ Maintenance of an assets register. ▪ Oversee end of month and end of year adjustments and balance sheet reconciliations. | <ul style="list-style-type: none"> ▪ Comprehensive and efficient financial systems, policies and procedures that are linked to the key priorities of the agency and guide operational governance. ▪ Shift to payment in arrears for payroll to ensure that leave entitlements are accurate and up to date. ▪ Accounts are generated accurately and followed up on time. ▪ Accounts are paid accurately and on time. ▪ QPASTT staff are paid on time and with minimal error. ▪ Bank reconciliation is accurate. |
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Financial Management

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| <ul style="list-style-type: none"> ▪ Preparation of monthly management accounts including Surplus/Deficit Repots, Balance Sheet and Cashflow statements. ▪ Ensure accrual accounting in accordance with Australian Accounting Standards. ▪ Full financial management of all financial accounts including reporting of actuals, budgets and forecasts. ▪ Prepare and recommend QPASTT's annual budget to the Board. ▪ Provide advice to enable cost minimisation and revenue optimisation initiatives. ▪ Prepare and deliver timely and accurate results, including monthly management accounts, statutory financial statements, statutory acquittals and ad-hoc analysis and reporting. ▪ Oversee annual external audit and preparation of annual financial statements. ▪ Support with business analysis and budget development for new grants, submissions and tenders. | <ul style="list-style-type: none"> ▪ QPASTT follows accrual accounting methodology, produces general purpose financial reports (GPFR) and and abides by Australian Accounting Standards. ▪ QPASTT maintains compliance to all contracts. ▪ QPASTT reports enable easy identification of profitability (at individual program and whole of organisation levels). ▪ QPASTT is cost-effective in its outgoings. ▪ New grants and tenders incorporate sound financial analysis and budget development. ▪ QPASTT maintains a healthy balance sheet, net asset position and liquidity. |
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Financial Strategy and Business Analysis

- Monitoring of internal and external financial trends to enable proactive financial planning and analysis.
- Dashboard reporting is developed and implemented for the benefit of multiple internal stakeholders (including the Board) aimed at driving accountability and strategic business analysis across the organisation.
- Ensure that data, information and analysis supplied is accurate and verified.
- Oversee QPASTT's financial risk management framework including actively identifying and managing financial risks.
- Financial trends are monitored across programs to enable timely and proactive resource planning.
- A dashboard is developed which supports financial monitoring and trends analysis.
- QPASTT's financial risks are identified with appropriate mitigation processes implemented.
- QPASTT managers are empowered to make informed financial decisions with respect to their programs.

Financial Leadership

- Build the financial skills and knowledge as well as supervision of a small finance team.
- Ensure whole of agency compliance to financial delegations.
- Drive process improvement across all aspects of Finance, looking to automate processes and develop new tools to provide insight and analysis.
- Develop, embed and review agency wide standards, policies and procedures to enable overall quality assurance of QPASTT finances.
- Establish and implement appropriate internal control processes and procedures.
- Build the skills of senior staff to understand, prepare and monitor their annual budgets.
- Ensure Finance staff feel well supported and capable to achieve expected outcomes.
- QPASTT staff are appropriately informed and follow finance related policies and procedures.
- QPASTT staff have the opportunity to provide suggestions for improvement of finance systems.
- QPASTT financial management practices include a strong separation and segregation of duties reducing fraud risk.

Statutory Reporting and Compliance

- Ensure that QPASTT meets financial obligations across all contracts.
- Ensure all reporting requirements to funding bodies are met within required timeframes.
- Ensure that QPASTT meets financial obligations to the Australian Charities and Not-For-Profits Commission (ACNC), Australian Securities and Investment Commission (ASIC) and the Office of Fair Trading (OFT).
- QPASTT is compliant with ACNC, ASIC and OFT financial and statutory regulations.
- QPASTT is compliant with funding agency and other statutory financial reporting requirements (including PAYG and superannuation requirements).
- All funding is appropriately acquitted according to funding agency guidelines.

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- Ensure QPASTT is compliant with relevant Not-For-Profit status's including Charity status, Deductible Gift Recipient Status (DGR), Public Benevolent Institution Status (PBI) and Income Tax Exemption status.
 - Ensure that QPASTT is financially compliant with relevant legislation (national, state and local).
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Support to the Co-CEOs and Participation in the Senior Leadership Team

- Provide advice and support to the Co-CEOs to ensure appropriate management of finances and financial risk.
 - Provide support to the Co-CEOs to implement the strategic plan.
 - Participate in the Senior Leadership Team and ensure appropriate synthesis and balance between financial, clinical and operational governance.
 - Contribute to a healthy team culture within the Senior Leadership Team and across the agency.
 - Contribute to overall leadership of QPASTT to ensure that the agency is dynamic, innovative and resilient.
- Co-CEOs are well supported through appropriate and proactive financial management.
 - QPASTT is a well led organisation that is living its vision and values and actively achieving outcomes and impact for clients and communities.
 - QPASTT is a healthy organisation that has a trusting, dynamic, innovative and resilient culture.
 - QPASTT is a balanced organisation with appropriate synthesis across financial, operational and clinical governance frameworks.
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Support to the Board

- Presentation of financial information for the annual general meeting and annual report.
 - Ensure that Board Directors are provided with the financial information they need to fulfil their duties and responsibilities.
 - Support the Board to be transparent and financially accountable to members and the public.
 - Develop, maintain and review Board level financial policies and procedures.
 - Ensure Board Directors are provided with sufficient information about financial risk and how it is managed.
- The QPASTT Board is supported to fulfil Director requirements in compliance with ACNC guidelines and requirements.
 - The QPASTT Board is supported to be financially accountable to appropriate authorities, members, stakeholders and communities.
 - The QPASTT Board is well informed about financial risks and mitigation strategies.
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Financial Management of QPASTT Assets, Investments and Staff Provisions

- Ensure effective financial management of QPASTT's assets within Board endorsed risk parameters.
 - Ensure effective management of QPASTT investments within Board endorsed risk parameters to maximise income returns.
 - Ensure effective management of QPASTT staff provisions.
- QPASTT assets are well cared for and the agency's financial and legal interests are protected.

Who you will work with to get the job done		ADVISE	COLLABORATE WITH	INFLUENCE	INFORM	MANAGE/ LEAD	DELIVER TO
Internal	QPASTT Board	✓	✓		✓		✓
	Co-CEOs and Senior Leadership Team	✓	✓	✓	✓		✓
	QPASTT Staff		✓	✓	✓		
	QPASTT Finance Team		✓	✓	✓	✓	
External	Clients and communities		✓				
	Other community organisations		✓		✓		
	Government agencies		✓				
	Members of Parliament		✓				
	Academic & Research Agencies		✓				
	Business		✓		✓		

What you will bring specifically

Experience & Knowledge

- Degree level qualifications in accounting and fully qualified member of a professional accounting body (such as CPA Australia or Chartered Accountants Australia New Zealand or similar internationally recognised body).
- Demonstrated experience and knowledge of general accounting principles and standards.
- Proven decision-making experience and leadership demonstrated in financial management.
- Good understanding of the vision and mission of QPASTT.
- Ability to manage competing deadlines.
- Well-developed analytical skills.
- Ability to initiate, establish, and sustain a broad range of internal and external relationships with stakeholders.
- Good understanding of financial governance requirements for non-government organisations.
- Demonstrated ability to see the “big picture” and understand the strategic context of QPASTT.

Characteristics

- Commitment to quality and impact – is driven to provide healthy governance and improve QPASTT’s financial capability so that it can meet its vision and mission.
- Engaging others – connects with others, listens, reads people and situations, communicates tactfully.
- Curious – thinks analytically and critically, displays curiosity, mitigates analytical and decision-making biases.
- Honest and courageous – shows courage, shows decisiveness, leads with integrity.
- Resilient – displays resilience, demonstrates composure.
- Self-aware and agile – encourages feedback on performance, can self-assess, adapt approach, show commitment to development.

Capabilities

- Implements strategy - aligns their work with strategic objectives and QPASTT’s vision.
- Supports organisational performance - suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency.
- Enhances organisational capability – builds the capability that adds the most value to QPASTT performance.
- Communicates clearly - tailors messages so that they are clear, succinct, and resonate with their different audiences. Ensures that written documentation and verbal presentations reflect relevant organisational aspirations and sensitivities.
- Builds internal relationships - contributes to the Senior Leadership Team and works collaboratively with others across the organisation. Takes an organisation-wide view.

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- Builds external relationships - interacts effectively with external stakeholders.
 - Inclusive - welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
 - Manages and delivers on work priorities - plans and organises self to deliver work commitments to required timeframes and quality standards.
 - Develops others - share own experiences and learnings and demonstrates and teaches specific technical skills.
 - Shows strategic awareness - displays an understanding of the strengths, weaknesses, opportunities, threats, aspirations and desired results of QPASTT.
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Other requirements

- Willing to take on responsibilities (within limits) outside the prescribed position description.
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Application Process

To apply, please submit the following documents:

- 1) A cover letter detailing why you would like to work with QPASTT.
- 2) Your resume.
- 3) A response to selection criteria (no more than 3 pages) detailing:
 - Your experience and knowledge.
 - Your characteristics.
 - Your capabilities.

The final date to apply is by 5pm on Monday 9th March 2020. Please email your application to: Co-CEOs@qpastt.org.au

Should you wish to speak with someone about this role, please contact Ms Jamila Padhee (Co-CEO) on mobile: 0434 534 614.
