



Position Description

Position Title	Chief Financial Officer (CFO)	Department	Executive
Reports to	Chief Executive Officer (CEO)	Effective date	July, 2021
Responsible for	Financial management and leadership to ensure efficient and effective use of resources to achieve EDVOS' strategic objectives; and all reporting, legal and compliance obligations are satisfactorily met.	Location	Ringwood, Victoria (some remote / flexible working arrangements possible)
Remuneration and conditions	An attractive remuneration package will be negotiated with the successful applicant. While legislation allows, Salary Packaging is offered with this position. All offers of employment at EDVOS are subject to a six month probationary period.		

Organisational Overview	<p>EDVOS is a leading specialist family violence service in Victoria. Our work is focused across seven Local Government Areas including Boroondara, Manningham, Whitehorse, Monash, Knox, Maroondah and Yarra Ranges. Some of our training, education and primary prevention programs are national.</p> <p>We provide an integrated range of support and services to empower women and children who have experienced and are responding to family violence. We focus on ensuring the safety of women and children, and the accountability of perpetrators. We provide support, information, case management, risk assessment, safety planning, community education, programs for pet safety and a strong network of referral pathways to other services.</p> <p>EDVOS has experienced an exponential increase in funding and workforce, from approximately \$3M and 27 staff in 2014/2015 to \$13.5M and 106 staff in 2020/2021, with an expectation to grow to \$18M over the next three years with the implementation of the Orange Door initiatives in both the Inner and Outer East.</p> <p>EDVOS will play a pivotal role in the Orange Doors, with operations scheduled to commence in July 2021. There will be further change and opportunities for the organisation as we continue to leverage the investment from the Royal Commission.</p> <p>EDVOS is predominantly funded to work with women and children. It is recognised that being female is the biggest risk factor for experiencing family violence. EDVOS acknowledges that family violence can take many forms such as intimate partner violence, child abuse, elder abuse, carer abuse, parental abuse and sibling abuse. Our specialist family violence response services are mostly directed towards women, including women from the lesbian, gay, bisexual, trans and intersex (LGBTI) communities, children, pets and other animals, who are responding to any form of family violence.</p> <p>EDVOS is committed to assisting all people, regardless of ethnicity, race, religion, sexual orientation, gender identity, age and ability within our community and can also provide access to other family violence services that are most suitable to the individual's unique needs and goals.</p> <p>EDVOS predominantly employs women, including women from the lesbian, gay, bisexual, trans and intersex (LGBTI) communities, as per the findings of Equal Opportunity exemption H327/2017 and by special measure. This is due to the specialist nature of the work and the services that EDVOS provides to women and children who are responding to family violence in the community.</p>
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	<p>EDVOS actively promotes a safe and inclusive workplace where workers are free from discrimination and are afforded dignity and respect.</p> <p>EDVOS is a child-focused and child safe organisation and is committed to promoting and protecting the safety and interests of children. This includes the cultural safety of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds as well as children who identify as LGBTI and children with a disability.</p>
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<p>Role Overview</p>	<p>The CFO is responsible for ensuring effective financial management and control of EDVOS' resources in line with strategic priorities, funding requirements, statutory responsibilities and sector best practise.</p> <p>This role will work with the CEO and Executive Team to drive and deliver the organisation's new Strategic Plan (2021-24). This will involve supporting the development and delivery of Operational Plans and developing measures for monitoring and reporting against plans.</p> <p>The CFO will manage growth, financial risk and compliance across the organisation as well as providing information and analysis to support strategic decision making at all levels of the organisation including the Board, Executive and management.</p> <p>The role builds on work undertaken over the last twelve months to enhance strategic financial reporting and management including the implementation of a new accounting system, policies and procedures.</p> <p>The CFO oversees shared services including finance, payroll, procurement, contract management and brokerage administration that enable core program and service delivery functions.</p> <p>The CFO will work collaboratively with the Executive and Senior Leadership team to lead a maturing and strategic operational environment during a period of external reform and organisational growth, and will have an understanding of the gendered nature of Family Violence and be able to operate within an intersectional feminist framework.</p>
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Job Specific Responsibilities	
Key Function	Deliverables
<p>Sector & Organisation Purpose & Values</p>	<ul style="list-style-type: none"> Contribute to the development of contemporary, innovative and progressive strategic and annual operational plans to achieve EDVOS' purpose and objectives. Lead the organisation as part of the Executive Management Team to deliver on the strategic and operational plans through a collaborative and strengths based approach. Advise and assist the CEO and the Board on financial and business management with an emphasis on strategic allocation of resources and management of financial risk. Support the development of sound business plans and educate managers and staff in utilising contemporary business decision and financial modelling frameworks. Establish a business development function that will support the organisational strategy for growth and diversification of income in accordance with strategic priorities. Engage in, and support staff to engage in the development of organisation mechanisms that contribute to achieving against EDVOS vision and purpose. Represent EDVOS within the external environment and with key stakeholders and maintain effective working relationships, ongoing communication and successful negotiations.

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Financial leadership	<ul style="list-style-type: none"> • Provide advice, data, information and analysis to support strategic decision making and business management at all levels of the organisation. • Lead the development of annual operating, capital and cashflow budgets, monthly reporting of performance against budget, and development of strategies to addresses performance issues as necessary. • Provide insightful monthly financial and operational reports to the CEO, Finance and Audit Committee, Quality and Risk Committee and the Board that facilitate effective oversight to achieve organisational objectives. • Enhance management information systems and management reporting to support effective organisational management. • Oversee the effective delivery of finance functions including financial and management accounting, accounts payable, accounts receivable, payroll and brokerage administration.
Financial management and control	<ul style="list-style-type: none"> • Ensure that sound financial management policies, procedures and systems with robust internal controls are in place and operating effectively. • Provide structures and supports to develop and enhance financial and business management skills across the organisation. • Lead the assessment of financial risks and develop appropriate risk treatment strategies to manage the risk to an acceptable level. • Oversee the management and administration of brokerage funds including Flexible Support Packages in accordance with funding requirements and operating best practice. • Investigate and scope an internal audit function to focus on key areas of risk. • Oversee effective procurement, asset management and contract management processes to maximise efficient and cost effective operations. • Support the development of funding submissions, project and research proposals, undertake feasibility assessments of new projects and provide advice on optimum financial and contractual structures.
Reporting and compliance	<ul style="list-style-type: none"> • In collaboration with the CEO, ensure the reporting and support provided to the Board and Committees facilitates effective governance and compliance with the Constitution, relevant legislation, funding and other compliance obligations. • Ensure adherence to the EDVOS Constitution and ACNC requirements, including the appointment of directors, annual audit requirements and statutory final reports and funding body reporting obligations. • Oversee the preparation of annual financial statements in accordance with relevant external requirements including the Australian Charities and Not for Profits Commission (ACNC), Australian accounting standards and all other relevant requirements. • Facilitate the annual external audit. • Regularly review all reporting systems to ensure that these reflect the needs of the Board of Directors, internal and external stakeholders. • Oversee the preparation of all tax related returns including business activity statements and payroll tax returns.
Staff Leadership & Teamwork	<ul style="list-style-type: none"> • Be an effective, contemporary leader that empowers and supports all staff to contribute to achieving the organisational purpose in line with EDVOS values. • Build an effective team with a strong focus on delivering high quality services to internal clients and to external stakeholders including funders, suppliers and other partners. Identify opportunities for staff to work collaboratively with other areas of the organisation, supporting knowledge transfer and building internal networks. Including internal and external training, professional development and organisation capability building plan.
Client Centricity	<ul style="list-style-type: none"> • Maintain high standards of service to internal and external stakeholders to support the delivery of client centred services and programs including but not limited to timely processing of brokerage applications and payment of brokered costs.

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	<ul style="list-style-type: none"> • Evolve, adapt and implement contemporary business management practices, based on targets, contractual obligations, corporate compliance and governance administration which prioritise a client centred approach. • Engender a business partner mindset within the relevant teams. • Clearly articulating to the broader organisation how the work of the finance and business functions directly contribute to delivering client outcomes (this will be supported through the development of family violence sector knowledge and understanding).
Personal & Professional Accountability	<ul style="list-style-type: none"> • Be accountable, lead by example and create a workforce environment that is productive, supportive and accountable. • Build accountability within the team through clarifying expectations for how individuals should take responsibility for their individual actions. • Build professional development plans and role requirements, and monitor these over the long term. • Support teams to develop and monitor departmental business plans.
Communication	<ul style="list-style-type: none"> • Develop and deliver open and transparent communication mechanisms, both internally and externally, that meet the needs of all stakeholders. • Explore learning opportunities to improve written and verbal communication within the team and develop capability irrespective of background or ability, as effective communication is key to organisational success at all levels.
Innovation & Change	<ul style="list-style-type: none"> • Build the team’s focus on continuous improvement and innovation, supporting individuals to develop skills around understanding the data and using insights to make effective recommendations and improvements. • Think creatively and innovatively in a rapid change environment • Consider internal and external context and problem solve, engage and communicate from incubation to implementation phase. • Identify, support and empower executive, senior managers and all staff as change champions to and build ‘behind the scenes’ support, encourage and reinforce desired change. • Empower experienced team members and leaders to champion change initiatives, formally incorporating this requirement in their role descriptions.
Problem Solving	<ul style="list-style-type: none"> • Support the team to apply problem-solving abilities to complex client, systemic and organisational issues. • Seek input from executive, senior and all staff in strategic decision-making processes to build the team’s understanding of how they can contribute a client centred business approach to achieving EDVOS’ objectives. • Focus on developing the confidence of team members supporting mature, independent decision making.
Emotional Intelligence	<ul style="list-style-type: none"> • Provide a framework for understanding the value of emotional intelligence, including self-awareness and empathy. • Focus on developing emotional intelligence capabilities at all levels across the teams, and support team leaders to model these behaviours to their colleagues.

Core Capabilities		Core Values	
<p>Resilience</p> <p>High level individual coping strategies</p>	<p>Flexible, adaptive and able to work well under pressure, including leading workforce through complex scenarios to achieve desired outcomes, demonstrating a high level of resilience in difficult situations. Leads by example.</p>	<p>Equity</p> <p>Prioritising the use of resources to address inequities in our society.</p>	<p>Leads by examples and is always fair, equitable and transparent. Applies gender inequality and social inequality lens to program and service delivery models.</p>
<p>Technology</p> <p>Embraces and uses technology to improve service delivery</p>	<p>Understands and embraces effective use of technology to achieve results, and ensuring teams are effectively using technology and embracing changes. Ensures support and training for new system roll-outs.</p>	<p>Accountability</p> <p>Responsible for delivering high quality, evidence-based services AND; working to ensure perpetrators of violence are held to account for their actions.</p>	<p>Holds self, peers, direct reports and broader team accountable for measurable, high-quality, timely, and cost-effective outputs. Determines objectives, sets priorities, and delegates work.</p>
<p>Commercially focused</p> <p>Critically analyse service outputs against internal and external factors</p>	<p>Applies principles of commercialisation and financial planning models to decision making. Builds contingencies and analyses market trends to reduce financial risk and predicts changes that may impact upon long term.</p>	<p>Collaboration</p> <p>Striving to be a valued partner by working collaboratively with others.</p>	<p>Collaborates internally and externally to achieve the best outcomes for clients, staff and the organisation. Seeks new and exciting opportunities.</p>
<p>Inclusive</p> <p>Works to engage with others and actively seeks others input to achieve a common goal</p>	<p>Communicates organisational purpose, vision and workforce culture that generates commitment, in an accessible and inclusive manner. Contributes to Executive Team performance and engages all levels of staff, as relevant.</p>	<p>Respect</p> <p>Concern for human rights as well as the experiences and aspirations of others.</p>	<p>Provides outstanding levels of person-centred service. Leads person-centred service design and delivery. Empowers clients to be involved in service design. Support others to achieve.</p>
<p>Progressive</p> <p>Improve the lives of our clients and communities through contemporary practice</p>	<p>Applies, progressive, innovative and strategic thinking to all work areas and establishes team processes and environments to encourage innovation.</p>	<p>Innovation</p> <p>Displaying resourcefulness and innovation, focusing on positive and sustainable outcomes.</p>	<p>Seeks alternative and innovative solutions to a range of work areas. Leads a creative, innovative, solution driven, workforce culture.</p>
<p>Diversity</p> <p>Clearly shows respect for diverse backgrounds and experiences</p>	<p>Fosters a diverse and inclusive environment bringing together different cultures, backgrounds, ideas, and experiences. Identifies creative approaches to ensure a representative workforce and a working environment that benefits from diverse strengths.</p>	<p>Advocacy</p> <p>Actively speaking and behaving in a way that advances human rights.</p>	<p>Engages in mechanisms that contribute to the body of evidence, promotes internal and external engagement in advocacy strategies. Strives for systemic change.</p>

Job Specific Capabilities	
<p>Strategic</p> <p><i>Contributing to and delivering on EDVOS's strategic framework and associated plan.</i></p>	<p>Deep thorough working knowledge and application of the organisation strategic direction. Contributes to the strategic planning process and drive outputs. Aligns and models' consistent behaviours. Providing direction and linkages to goals, vision and strategy. Works collaboratively with other executive and senior managers to ensure cross-organisational goals are set and implemented.</p>
<p>Financial/ Business Acumen</p> <p><i>Demonstrating business knowledge and financial management skills</i></p>	<p>Analyses and assesses internal and external environment and recommends appropriate solutions, demonstrating expertise, technical knowledge and sound business acumen. Provides direction in line with industry trends and market dynamics and that position the organisation in a manner that is commercially viable and sustainable. Leads and manages the team through these processes.</p>
<p>Technical, Process & Policy Knowledge</p> <p><i>Ensuring organisations policies, procedures and process are fit for purpose</i></p>	<p>Reviews, develops and implements sound technical and practical mechanisms to support core functions, including financial management, monitor and reporting, quality monitoring and management, in line with the organisation's size and requirements. Supports all staff to have a strong understanding of the process and policies relevant to their roles. Demonstrates corporates knowledge and skills to meet all Finance, Risk Management and brokerage administration requirements.</p>
<p>Time Management & Responsiveness</p> <p><i>Implements effective and response client and staff mechanisms</i></p>	<p>Demonstrates strong time management skills, and responds to clients and staff in an efficient and accurate manner despite high workloads. Review, develops and implements cross organisation systems and mechanisms to support highly efficient and functioning teams and programs and service outputs.</p>
<p>Professional Communication</p> <p><i>Ensures internal and external communication mechanisms are in place</i></p>	<p>Clearly articulates roles and responsibilities to staff's understanding of how they contribute to EDVOS' vision and purpose. Develops, reviews and implements internal and external communication mechanisms that are open and transparent and consistent with staff and stakeholder's expectations.</p>
<p>Risk & Compliance</p> <p><i>Ensuring that risk and compliance are effectively managed and adhered to</i></p>	<p>Develops, analysis and assesses risks and solutions to ensure organisation is compliant with risk objectives. Understands and determines the business impact of decisions, on the function and knowledge of the sector and organisation. Communicates the impact of identified risks and recommends corrective action and implement. Provides ongoing clarity to teams on responsibilities for risk management and reporting, including clear escalation procedures and expectations for autonomy in risk evaluation and analysis.</p>
<p>Business Reporting & Documentation</p> <p><i>Ensuring high standard reporting and documentation</i></p>	<p>Creates organisation reporting structure, through analysing trends, demand and resource requirements, and leverage technology to provide high level proactive reporting and documentation. Supports teams to contribute and adhere to recruitments. Analyses and reviews how staff utilise reporting systems to identify opportunities to generate additional insights and value through improving or expanding existing practices.</p>

Knowledge, Skills & Experience – Key Selection Criteria

- Senior management level experience in strategic business and financial management.
- Alignment with the vision, mission and values of the organisation, including a working knowledge of the gendered nature of family violence and intersectional feminism.
- Sophisticated technical skills and knowledge in business planning, accounting, financial reporting, compliance and risk management and continuous improvement.
- Practical understanding of strategic and operational business planning, well developed analytical skills.
- High level ability to work cross functionally and assume responsibility in areas of financial and risk management, procurement, contract management, brokerage funds management and administration.
- High level ability to analyse external and internal environmental factors, including government policy, requirements and guidelines and apply these to strategic and operational organisational contexts
- High level interpersonal skills with the demonstrated ability to develop sound working relationships with the Board, management, staff, clients, funders, partners and other stakeholders.
- Substantial experience working within both operational and strategic settings.
- Excellent report writing and high-level communication skills.

Education / Qualifications / Certifications

- Tertiary level qualification in accounting, corporate business management or administration or demonstrated equivalent experience
- Chartered Accountant (CA) or Certified Practising Accountant (CPA) qualified
- A current drivers licence and working with children check.

Additional requirements

- Occasional travel within Melbourne Metropolitan region
- Ongoing training and professional development

Employee declaration:

I acknowledge that I have read, understood and accept the duties, responsibilities and obligations of the above position description. I understand that this position description is a guide and reasonable additional duties may be requested of me during the course of my employment. This position description will be reviewed annually to maintain its relevancy and meets organisational objectives.

Name:

Date:

Signature:

Authorised by CEO (or delegated authority):

Name:

Date:

Signature: