



DIRECTOR, FINANCE POSITION DESCRIPTION

Position Title	Director, Finance
Team, Portfolio	Office of the Executive
Reports to	Executive Director
Location	This position is primarily office-based at Level 4, East Building, 2 Constitution Avenue, Canberra City ACT 2601. Travel to other parts of Australia may be required from time to time.
Positions that report to this role	Up to 4
Pre-employment requirements	Working with Vulnerable People Clearance and Police Check

THE ORGANISATION

The Coalition of Peaks is a representative body of more than 80 Aboriginal and Torres Strait Islander community controlled peak organisations and members who have come together to Close the Gap, in partnership with Australian governments.

We share a belief that Aboriginal and Torres Strait Islander people should have a meaningful say on policies and programs related to Closing the Gap through formal partnerships with Australian governments at all levels.

The Policy and Secretariat Team supports the work of the Coalition of Peaks, providing high level and comprehensive policy and strategic advice to Peaks Members, to support the implementation and monitoring of actions in the National Agreement on Closing the Gap.

As an Aboriginal and Torres Strait Islander Community Controlled Organisation, the Coalition of Peaks is committed to growing and supporting the Aboriginal and Torres Strait Islander workforce in our sector.

We strongly encourage any Aboriginal and Torres Strait Islander people to apply for our roles.

The Coalition of Peaks values Aboriginal and Torres Strait Islander ways of being, doing and knowing as core skills to fulfill the duties and responsibilities of all positions in our organisation.

THE ROLE

The Director, Finance is a key leadership role that works collaboratively with the Director of the Office the Executive to oversee the financial operations for the Coalition of Peaks. Reporting to the Executive Director, the Director, Finance leads the planning, management and coordination the financial and accounting activities of the Coalition of Peaks in collaboration with the National Aboriginal Community-Controlled Health Organisation as the Policy and Secretariat Team's auspicing body.

The role has a primary focus on internal operations and contributes to the leadership of the Secretariat. The Director, Finance will have external engagement with Coalition of Peaks Members, government stakeholders, and other key partners relevant to the financial activities such as providing sitting fees, and providing financial reporting as required.

As a pivotal member of the Executive Office, the Director, Finance works closely with Directors and senior staff to enable the organisation delivers on its objectives and maintains high standards of compliance with financial legislation and standards supporting strategic impact, and operational excellence.

Key Duties

The main duties include:

- Preparing and managing all aspects of the Secretariat's budget processes, connecting projects with the relevant financial activities, including:
 - Preparing annual and mid-year budgets for Secretariat programs of work in collaboration with program leads
 - Monitoring of actual expenditures against work program budgets and providing monthly reports on major variances from budget, likely impacts on end of year financial position and other key indicators that impact on financial outcomes.
 - Preparing ad hoc budgets for new program initiatives in liaison with the Executive Director and relevant program leads
 - Providing regular updates on the Secretariat's financial position to NACCHO
 - Working collaboratively with NACCHO Finance to ensure Secretariat finance processes adhere to NACCHO policies, procedures and compliance requirements
 - Prepare end of year grant acquittals for Secretariat programs, including requests to carry forward funding as appropriate
- Undertaking procurement and contract management processes, including providing guidance on the preparation of requests for quotes, developing and managing tender documents and processes, drafting contracts, overseeing milestones and payments and maintain strong relationships with project leads to support successful contract management.
 - Monitoring contractual obligations to so these are accurately reflected in financial reports and calculations of available funding
- Applying a solid understanding of the financial policies, regulations, and accounting practices as these relate to the financial work of the Secretariat and providing sound financial advice and reporting to the Executive Director.
- Maintaining financial records where all transactions, invoices, and other data are accurate and up to date, while identifying and working to resolve issues, disputes, or variances.
- Monitoring travel expenditures, time in lieu and other leave balances for staff and provide advice to the Executive Director as part of monthly reporting.

- Supervision of any secretariat finance staff, including promoting positive working relationship within finance team to enable all deliverables are met in a timely manner.
- Communicating with stakeholders, including vendors and internal staff, about account information and transactions.
- Supporting the Lead Convenor of the Coalition of Peaks as required.
- Performing other duties as requested, consistent with the position.

EXPECTED BEHAVIOURS

- Supporting the positive cohesion of the Policy and Secretariat Team.
- Demonstrating leadership through their own behaviour, and their expectations of others behaviour, to maintain our high standard of service delivery for Aboriginal and Torres Strait Islander peoples.
- Complying with all organisational policies and procedures, and work, health and safety requirements.
- Demonstrated high level of integrity, judgement and discretion.

VALUES AND CAPABILITIES

- Strategic with strong analytical skills
- Collaborative and respectful team member
- Strong attention to detail and follow-through
- Open, honest, and culturally safe communicator
- Self-motivated, organised, and outcomes-focused
- Calm under pressure and adaptable in dynamic environment

SELECTION CRITERIA

- Highly developed cultural acumen, including a deep understanding of issues affecting Aboriginal and Torres Strait Islander Peoples and communities.
- Demonstrated understanding of the National Agreement on Closing the Gap and its implementation.
- More than five years' experience leading finance functions in a not-for-profit environment.
- Demonstrated knowledge of accounting principles, grant acquittals and compliance requirements.
- Extensive experience in leading the preparation of financial reports and budgets.

- Demonstrated experience leading procurement and contract management relevant to a not-for-profit, including managing tenders, contracts, milestones and budget oversight.
- High level of integrity and credibility as a trusted advisor to Senior Executives, adhering to financial legislative and standards.
- Strong understanding of government grants and procurement processes and the ability to apply political and business acumen to advance financial agendas on the needs of the Coalition of Peaks with departments.
- Demonstrated internal and external stakeholder engagement skills across a range of settings, and an ability to collaborate and influence at senior levels.
- Strong written and verbal communication skills including the ability to:
 - present financial information in a simple and clear manner
 - tailor written material to different audiences.
- Demonstrated ability to show initiative and use sound judgement when making recommendations.
- Demonstrated experience in working as part of a team to achieve objectives

ESSENTIAL

- Tertiary qualifications in accounting, finance, commerce, or a related field
- Membership of a professional accounting body, eg CPA Australia

CULTURAL ACUMEN

All staff are expected to continuously develop their cultural knowledge and embed culturally safe practices, with a commitment to the principles of self-determination, truth-telling and community control.

LEADERSHIP

All Coalition of Peaks staff are expected to demonstrate leadership through their behaviour, decisions and relationships, and uphold our shared vision for a future led by Aboriginal and Torres Strait Islander people, in partnership with governments.

HOW TO APPLY

To apply please submit:

- A current CV highlighting your experience and qualifications, including details of at least two referees; and
- A one-to-two-page pitch demonstrating why you are the right person for the position