

## POSITION DESCRIPTION – FINANCE AND ICT DIRECTOR

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| <b>Position:</b>        | Finance and ICT Director                                                                                                                |
| <b>Line Supervisor:</b> | CEO/ Committee Treasurer                                                                                                                |
| <b>Hours:</b>           | 64 Hours per fortnight.                                                                                                                 |
| <b>Classification:</b>  | Grade 7 – <a href="#">Social, Community, Home Care and Disability Services Industry Award 2010</a><br>(Refer below for further details) |

### **Karinya House Overview**

Karinya House is a community based, not for profit organisation servicing the ACT and surrounding regions. Since September 1997, Karinya House has provided immediate support for women who are pregnant or have new babies and have nowhere else to turn.

As a twenty-four-hour, seven day a week service, Karinya House is the only service specifically for pregnant and parenting women in the region, offering residential as well as outreach case management and support.

Karinya House recognises and acknowledges the unique lived experiences of women as they navigate building a future for themselves. Our practice framework is focused on developing a sense of hope and belonging, to effect lasting positive change in the lives of the women in contact with Karinya House.

By providing a framework of care that encompasses the whole person, practitioners walk alongside women as they develop their capacity to represent themselves and to make informed choices about their own lives. The Karinya House Practice Framework is founded within the principals of trauma informed care and practice. Individual casework management and flexibility in service provision are paramount at Karinya House.

Karinya is a non-religious, non-government and non-judgemental organisation.

### **Position Purpose**

The Finance and ICT Director (Director) is a member of the Executive Leadership Team responsible for providing strategic leadership, governance, and operational oversight of the organisation's financial management, information and communication technology (ICT), risk management, procurement, and related corporate services functions. The Director reports to the CEO and the Committee Treasurer.

The role ensures the organisation maintains strong financial sustainability, effective ICT governance, robust cyber security controls, and technology-enabled business capability. Where specialist ICT services are outsourced, the Director is responsible for strategic oversight, vendor management, risk management, and ensuring technology investments support organisational objectives.

The Director works to foster and progress the Vision and Core Purpose, of Karinya House, through the implementation of the Karinya House Practice Framework. An ability to work compassionately with pregnant and parenting women and families with complex needs and promote their empowerment and independence is an essential requirement of this position.

The Director must be pro-active, demonstrate an ability to remain calm, think analytically, to respond to change and be flexible in service delivery.

### **Duties**

The Finance and ICT Director shall, in addition to the responsibilities outlined in Social, Community, Home Care and Disability Services Industry Award 2010 (Appendix 1):

#### **1. Executive and Strategic Leadership**

- I. Contribute to organisational strategy and executive decision-making.
- II. Provide advice to the Chief Executive Officer, members of the Executive Leadership Team and Committee on financial and technology matters.
- III. Support organisational performance, governance and long-term sustainability.
- IV. Support the CEO and Strategy and Funding Director with the management of existing and new funding sources.

#### **2. Finance and Business Management (incorporating IT and related business systems and HR support).**

- I. Work with the current external bookkeeping service provider, Successful Alliances to manage and develop financial processes, ensuring compliance with financial legislation, accounting standards and regulatory requirements.
- II. Manage financial performance and organisational sustainability, supporting the continuing development of the Association's funding framework.
- III. Manage treasury, cash flow, investments and financial risk.
- IV. Prepare monthly financial reports for the Executive, Treasurer and Committee, Annual Financial Statements, Annual Budgets and rolling forecasts, including analysis of cashflow and oversight of funds under management with Shaw and Partners.
- V. Oversee external audit services.
- VI. Support and manage the Finance and Business team, comprising the Business | HR Officer and the Administration Officer, with all finance, payroll and administration tasks as required.
- VII. Ensure effective and sound management of funding and finance related matters, including payroll and management of bank accounts.
- VIII. Manage relationships with managed service providers and technology vendors, monitoring service levels, performance and contractual compliance.
- IX. Oversee and support accounts payable and accounts receivable processes.
- X. Efficiently and accurately oversee and support the administrative processing of donor/partner contributions including the processing of donations, distribution of receipts and liaising with the Non-Government Funding team to support donor correspondence.

#### **3. Information Communications Technology (ICT) and Software as a Service (SaaS) Systems Oversight and Management**

- I. Work with the current IT Support Service, F1 Solutions to continue to develop and implement the Association's ICT strategy and roadmap to support the service requirements of the Association, ensuring ICT investments align with business priorities.
- II. Oversee cyber security governance and risk management.

- III. Ensure appropriate disaster recovery and business continuity arrangements.
- IV. Monitor ICT performance, service delivery and digital transformation initiatives.
- V. Work with the current external CRM (Salesforce) and Website service provider, Deloitte Digital to continue to develop and maintain the currency of the CRM and website. This includes accurately processing updates and ensuring all revenues are tracked, recorded and managed appropriately, and effectively supporting the Strategy and Funding Director to support effective fundraising management including donor and partner communications.
- VI. Oversight and management of Karinya House related security systems (Cameras and Door Access).
- VII. Support the maintenance and development of the Karinya House ICT and SAAS environment, promoting technology-enabled service improvements across the organisation.

#### **4. Risk, Governance and Compliance**

- I. Maintain effective systems of internal control.
- II. Contribute to Association risk management frameworks.
- III. Ensure compliance with relevant legislation, policies, standards, regulatory obligations and funding contract requirements.
- IV. Support governance reporting to the Executive and Board.

#### **5. Leadership and People Management**

- I. Lead and develop the finance and administration team.
- II. Build Association capability in financial literacy and technology adoption.
- III. Contribute to promoting a supportive and caring atmosphere within the service and refer matters in accordance with organisational policies and procedures.
- IV. Identify safety or care issues and complete incident reports in accordance with organisational policies.
- V. Maintain and respect privacy and confidentiality of all Karinya clients.

#### **6. Operational Duties**

- I. Contribute to the safe and effective operation of the organisational assets through undertaking of cleaning, maintenance or other related tasks.
- II. Maintain the highest level of professionalism, cultural sensitivity and adherence to organisational policy and procedures on Equity and Diversity and Workplace Health and Safety (including incident reporting in the performance of the responsibilities of the position).
- III. Contribute to the effective and respectful use of volunteers to support the organisational goals.

#### **7. Other Activities**

- I. Participate in staff meetings.
- II. Represent the Association in Sector and other meetings as required.
- III. Attend professional training as required
- IV. Support fundraising endeavours.
- V. May be required to perform other duties as directed from time to time to suit organisational requirements and which are broadly consistent with the role.

## **Selection Criteria and Position Requirements**

### **Essential**

- Experience that demonstrates an understanding of and commitment to the Vision, Mission and Values of Karinya House, and the ethic of care.
- Relevant tertiary qualifications in Finance, Accounting, Commerce, Business, Information Systems, or related disciplines.
- Professional membership (current or previously held) such as CPA CA ANZ or equivalent.
- Significant senior leadership experience in finance and corporate services.
- Demonstrated ability to understand financial and management accounting and Delegation of Authority.
- Demonstrated ability to interpret and apply legislation, business processes, policies and procedures, including a basic understanding of Australian Accounting Standards.
- Demonstrated experience overseeing ICT governance and outsourced ICT environments.
- Experience developing strategic plans, budgets, and business cases.
- Strong understanding of risk management, governance, and compliance frameworks.
- Proven ability to lead organisational change and continuous improvement initiatives.
- Outstanding stakeholder management and communication skills.
- A demonstrated commitment to contributing to environments that promote child safety and wellbeing. An understanding of, or willingness to rapidly develop an understanding of child protection issues.
- An understanding of, or willingness to rapidly learn about, Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse communities.
- An understanding of, or willingness to rapidly learn about, working from a Trauma Transformative Practice framework.
- Current Driver's License.

### **Desirable**

- Experience reporting to Boards or Board Committees.
- ICT governance certifications or training.
- Cyber security governance experience.
- Not-for-profit sector experience with an understanding to the nature and management of government and non-government funding.
- High level of computer literacy with Microsoft programs with ability and willingness to embrace new technologies and use cloud-based systems including experience with CRMs and general SaaS systems.
- Demonstrated experience with database management and a strong attention to detail.
- Demonstrated ability to work collaboratively and productively within a team and take initiative and responsibility for own areas of work. This includes exceptional time and staff management skills and the ability to re-prioritise work tasks and manage competing demands.
- Demonstrated ability to think clearly and analytically to respond to unexpected situations as they arise in an appropriate manner.
- Demonstrated knowledge of workplace obligations to, and experience contributing to workplace practices and behaviours that promote, support and maintain a safe, healthy, equitable, diverse and respectful workplace; including responding appropriately to adverse accidents, incidents, behaviours, issues, reports and the like.
- Current First Aid Certificate (including CPR).

## **Position Notes**

- Aboriginal and Torres Strait Islander People, or people from Culturally and Linguistically Diverse Backgrounds are especially encouraged to apply.
- Identifying as female is a genuine occupational qualification of this position under section 34 of the Australian Capital Territory Discrimination Act 1991.
- You must have rights to work in Australia.
- Karinya House is located in a residential area in North Canberra. The location offers free on-site parking and bus connection.
- The role is being offered with view to a start date in February 2027.
- The role is a key function of the Executive Leadership Team and the incumbent, who is retiring, will be on hand until June 2027, to ensure a substantive onboarding process and handover.
- In due course, the role would be hybrid in nature, with the role supporting a blend of remote and onsite work hours.

## **Remuneration and Benefits**

### *Indicative Package*

- Social, Community, Home Care and Disability Services (SCHADS) Award 2010 Classification – Level 7
- 64 Hours per fortnight (based on incumbent and forward budgets)
- Base Salary Range \$105,000 - \$109,400 per annum
- Total base Remuneration Package including the superannuation guarantee is approximately \$117,600 - \$122,500 per annum.

### *Salary Packaging*

- Access to generous not-for-profit salary packaging benefits (as a recognised PBI)

### *Employer Funded remuneration benefits*

- Annually, dependent on budget:
  - The base hourly rate may be subject to a loading between 0-5%
  - Employer funded superannuation contribution between 0-5% may apply.

### *Flexible Working Arrangements*

- Flexible hours where operationally appropriate.
- Hybrid arrangements subject to organisational needs.

## **Background Checks**

All volunteers and staff of Karinya House are required to have the following documents and background checks:

- Working with Vulnerable People Card
- Driving/ License record for the last 10 years from the relevant state/territory authorities, where you have held a driver's license during this period.
- National Police Check

- International Police Check if you have lived overseas for more than 12 months in the last 10 years.
- Suitable Person Record Check by Children, Youth and Families. Please be aware as part of this background check you will be asked for personal details and background information including the personal details of any of your children and any other children for whom you are or have been a carer. Along with information regarding any criminal history, domestic and/or family violence matters or involvement with any statutory child protection systems.

### **How to Apply**

This role is an open EOI. Applications will be assessed as they are received, with an offer of employment being made once a suitable candidate is identified.

For further information about this role, please contact:

Jo Saccasan – Finance and Business Manager

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