Position Description

Chief Financial Officer

Cooinda, Benalla

Reports to	Chief Executive Officer
Location	Cooinda, Benalla VIC (100% onsite)
Employment	Full-time, permanent
Hours	38 hours per week, with flexible start and finish times
Direct reports	Finance team, including payroll and accounts
Key relationships	CEO, Executive Leadership Team, Board, Finance Committee and Development Committee

About Cooinda

Cooinda is a community-owned, not-for-profit aged care provider in Benalla, North East Victoria. Established by the local community in 1969, Cooinda provides residential aged care for 73 residents, including dementia and respite care, alongside 67 independent living units. Cooinda's values are excellence, learning and knowledge, creativity, respect and relationships.

Position Purpose

The Chief Financial Officer provides strategic and hands-on financial leadership across residential aged care and retirement living, ensuring Cooinda's long-term financial sustainability and compliance with aged care funding and prudential requirements. As a member of the Executive Leadership Team, the CFO leads a small finance team, attends the monthly Board meeting day, and provides clear financial reporting and advice to the CEO, Board and committees.

Key Responsibilities

Strategic Financial Leadership

- Develop financial strategy, long-term financial plans and capital management models.
- Manage treasury and investment portfolios, and provide financial modelling and analysis to support decision making.
- Prepare clear, timely financial reports for the CEO, Board, Finance Committee and Development Committee.

Funding, Revenue and Accommodation Payments

- Oversee residential care and ILU billing, and maximise government funding through accurate AN-ACC data and reconciliation.
- Manage RADs, DAPs and ILU lease premiums, and monitor liquidity in line with the Financial and Prudential Standards.

Governance and Compliance

- Oversee preparation and lodgement of all regulatory financial reporting, including the QFR, ACFR and Care Minutes Performance Statement.
- Lead the external audit, and maintain strong internal controls and accounting standards compliance.

Operations and Team Leadership

- Lead the annual budget, cash flow forecasting, month-end processes and reconciliations.

- Oversee payroll across complex award structures, and the effective use of finance, payroll and rostering systems.
- Lead, mentor and grow the finance team, including the recruitment of new team members.
- Contribute to organisation-wide strategy, planning and a positive, respectful workplace culture.

Key Selection Criteria

Essential

- A bachelor degree in accounting, finance, commerce or a related discipline, and current CPA or CA membership.
- Proven experience as a CFO, Finance Manager or Financial Controller, ideally in residential aged care, health or the not-for-profit sector.
- Sound working knowledge of AN-ACC, the Aged Care Act 2024, the Financial and Prudential Standards and aged care financial reporting, including the QFR and ACFR.
- Understanding of RADs, DAPs and retirement living finances, including ILU resident contracts, deferred management fees and capital obligations, and the ability to explain fees and charges clearly to residents and families.
- Hands-on technical accounting experience across budgets, cash flow, reconciliations, financial controls, audit and payroll oversight, with experience in Xero and payroll and rostering systems.
- Strong financial modelling, capital and treasury management skills, with the ability to prepare clear financial reports for the Board and provide confident advice to the CEO.
- Demonstrated ability to lead, mentor and build a small team, and to champion a positive, respectful and accountable workplace culture.
- Excellent communication and interpersonal skills, with a collaborative, approachable style and the ability to explain complex financial information to non-finance colleagues.

Pre-employment Requirements

Satisfactory National Police Check prior to commencement.

Applications

Please apply via the link below, or for a confidential discussion, contact Gabrielle Patterson on 0416 170 100 or gab@pattersonrecruitment.com.au.