

## Position description

<b>Title</b>	Chief Financial Officer
<b>Reports to</b>	Chief Executive Officer
<b>Direct reports</b>	Finance Manager, Centre Manager
<b>Salary</b>	\$200,000 per year (negotiable based on experience)
<b>Superannuation</b>	11%
<b>Salary sacrificing</b>	As a health promotion charity up to \$15,900 per FBT year
<b>Working hours</b>	Full-time (1.0 FTE) negotiable with minimum of 0.6 FTE
<b>Employment status</b>	Fixed term, three-year contract (renewable)
<b>Primary location (hybrid)</b>	Alan Gilbert Building, Barry St, Carlton with flexible WFH
<b>Date</b>	March 2024

## About Phoenix Australia

Phoenix Australia is Australia's National Centre of Excellence in Posttraumatic Mental Health. For 25 years we have been a national and international leader in our field. We do not take the responsibility of being the national centre of excellence lightly.

We are at the forefront of the understanding, prevention and recovery from trauma. We have over 60 researchers, clinicians and specialists in psychology, psychiatry and social work, and have staff in Adelaide, Canberra, Melbourne and Sydney, allowing our reach to stretch to individuals, organisations and communities Australia wide.

We are a unique organisation, bridging the gap between research and research translation, and integrating our knowledge and skills into an end- to-end service for our clients. Our work encompasses four main Portfolios: Research, Policy and Practice, Workforce Training and Development, and Clinical Services, with enabling services provided by Corporate Services.

Our program of internationally acclaimed research aims to advance the knowledge of posttraumatic mental health. Through the application of diverse research methodologies, we aim to create real-world solutions and translate research findings into practical implications for governments, organisations, and communities.

Our Policy and Practice portfolio encompasses policy and service development to establish the standards of best practice for the management of trauma. We translate research into best practice policies and procedures for organisations, and work with organisations to build their capacity to minimise the impact of workplace trauma.

Our evidence-based workforce education and training programs improve the practice of those working with people, organisations, and communities affected by trauma. We provide tailored and integrated training, supervision, and consultation services that meet the specific needs of a diverse range of clients, large or small.

Our Clinical Services portfolio oversees the delivery of clinical activities across Phoenix. It offers specialist psychological and psychiatric trauma assessment and treatment services to a range of high-risk populations, as well as community members suffering from trauma related mental health disorders, and provides expert advice and support to mental health practitioners working with high-risk clients.

Phoenix Australia is an independent not-for-profit organisation and a registered charity. With an affiliation with the University of Melbourne, we have a close working relationship with the Department of Psychiatry within the Melbourne Medical School. Our Board of Directors includes independent members as well as senior representatives from the Departments of Veterans' Affairs and Defence.

For further information, please visit Phoenix Australia's website at [www.phoenixaustralia.org](http://www.phoenixaustralia.org)

## The opportunity

An exciting role now exists to make significant contribution to the next phase of our journey as an organisation. Reporting directly to the Chief Executive Officer, the Chief Financial Officer is a 0.8-1.0 role with leadership of:

- Finance and Corporate services – Finance, IT, and business services including HR, and facilities
- Operational planning and operating model evolution
- Corporate governance
- Project Management Office.

As a member of the Executive team, the role will also make a substantive contribution to the development of the Strategy and the execution of the strategic initiatives which is led by the Chief Executive Officer. Overall, the role provides financial, operational, and strategic support to the Director and leads and directs the diverse functions that contribute to the achievement of organisational strategy and objectives. The role ensures alignment from Strategy to Financial and Operational plans through to Organisational efficiency and effectiveness in our delivery work – ensuring the organisation remains viable and sustainable, maximising its mission. A key feature of the role is the close collaborative working relationship across the Executive team to ensure organisational alignment around strategic priorities and along with the Executive team contributing to the development of the culture of the organisation through role modelling leadership behaviours. The role will work with a variety of stakeholders including those both internal and external to the organisation and, in particular, will work closely with our key partners such as the University of Melbourne. The position interacts with the Board and its sub-committees through attendance and reporting. The Chief Financial Officer will manage the business services team of around 8 FTE. This includes the leadership and supervision to team members to promote and support their professional development and the increased capability across the organisation. Exhibiting focus, drive and vision, the Chief Financial Officer will be a dynamic and energetic leader with outstanding management skills and the ability to inspire others. Excellent interpersonal skills and the ability to interact effectively with a range of stakeholders of all levels will also be necessary attributes.

## Responsibilities

### Financial Management and Reporting

- Provide financial reports required by the CEO, Executive team, the Board, funding agencies e.g., monthly financial statements, financial acquittal reports, forecasts, project reporting
- Provide support to the CEO through clear and accurate communication about the financial position and performance of the organisation, and financial, governance and other implications of proposals and initiatives to inform CEO and Executive team decision-making.
- Support day-to-day operation of budgets, monitoring revenue, expenditure, and cash flow
- Monitoring of project expenditure and overall performance
- Client delivery team support including advice and guidance on project scoping, costing, contracting, and broader commercial considerations
- Management of the monthly financial close processes
- Preparation of Audited Financial Statements and the Annual Report
- Ensure appropriate organisational accounting practices, ensuring compliance with GAAP and statutory requirements
- Development of Annual budgets and sign off of Annual report statements
- Management of the External Auditor relationship

- Ensure appropriate insurance cover and undertake periodic reviews and make recommendations as appropriate
- Design and delivery of ad hoc financial analysis and modelling.
- Management of the performance of the Finance team

### **Information Technology**

- Ensure appropriate IT systems, processes and procedures covering IT Governance and Architecture, Network Management, Hardware and Software (inc. Telephony), Helpdesk, IT and Data Security, Data management, Reporting
- Ongoing relationship management with the University of Melbourne to ensure appropriate delivery of IT services supported by both organisations
- IT systems improvement planning and delivery.
- Management of the performance of the IT Officer

### **Operational planning and operating model**

- Analysis and ongoing development of the Phoenix Australia Operating Model to support growth in the organisation (including revenue models and Organisational structure)
- Support the CEO in the design and delivery of key annual operational plans to ensure alignment to strategy and with other areas of delivery within Phoenix Australia
- Monitor implementation and progress against each plan
- Design and development of a holistic organisational performance framework
- Design and development of key organisational frameworks, policies and procedures.

### **Corporate governance**

- Design and delivery of effective governance structures and internal controls for the organisation
- Ensure compliance with regulatory requirements of the ATO, ACNC etc
- Provide support for Board and Board sub-committee agendas, reporting and interaction
- Design and maintenance of the Risk Management Framework for the organisation including periodic review
- Management of the risk management process ensuring due consideration of risks & issues and strategies to eliminate or mitigate are recorded and applied.

### **Corporate services**

- Responsible for the management and performance of the corporate services team including the HR Officer, Centre / Facilities Manager

## **General**

- Business support and input into the development and submission of Phoenix Australia responses to public and selected tenders
- Closely and effectively collaborate and co-operate with the CEO in seeking to achieve the mission of Phoenix Australia
- Work collaboratively and effectively as an Executive team member
- Play a lead role in fulfilling the mission and vision of Phoenix Australia, including engaging in the range of internal projects, information sharing, and communication
- Other activities and support as directed from time to time by the Director
- Comply with occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities.

## **Experience**

### **Essential**

- A strong record of strategic and operational leadership of financial activities in a medium to large business or not-for-profit organisation, preferably with experience in the financial management of projects
- Successful experience managing large teams and staff who work at high levels of complexity and expertise.

### **Desirable**

- Financial leadership experience in an academic, healthcare, or similar organisation, or in the not-for-profit sector
- An understanding of consulting models in terms of staffing, pricing for grant-funded initiatives and projects

## **Skills**

### **Essential**

- Successful leadership, as an Executive Director or equivalent, of a medium to large organisation, including leadership with regard to organisational growth and development
- Demonstrable evidence of business management skills including overseeing financial management, organizational growth and development, risk management, and other core business activities
- Outstanding interpersonal skills, with a demonstrated ability to build and maintain relationships with key stakeholders at all levels and to work as part of a productive and well-functioning team.

## Knowledge

### Essential

- Appropriate qualification in accounting or finance together with extensive experience, or an equivalent combination of relevant experience and education or training
- Strong experience of financial analysis and reporting in a similar organisation.
- Sound knowledge of governance issues and the interface between the Executive and the Board in a similar organisation.

### Desirable

- Sound knowledge of the operation of Australian governments at both Commonwealth and State levels, as well as of other relevant organisations and institutions
- Sound knowledge of the Research and / or University environments
- Knowledge of the Mental Health sector

## Equal Opportunity, Diversity and Inclusion

Phoenix Australia is an equal opportunity employer, committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. We value diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment.

## Occupational Health and Safety

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct, and to promptly report all incidents and injuries and cooperate with measures to improve workplace safety.

## Other information

The following checks may be required: educational qualifications; national police record; working with children; proof of the right to work in Australia.

During employment, further project-specific security clearance may be required to allow staff to access sensitive information.

The Fair Work Information Statement ([see.fairwork.gov.au/fwis](http://see.fairwork.gov.au/fwis)) provides further important information about your pay and conditions, noting that University recognised public holidays apply.

## How to apply

Please submit a concise response (up to 500 words) addressing the qualifications, experience, and requirements together with your CV to [phoenix-hr@unimelb.edu.au](mailto:phoenix-hr@unimelb.edu.au)