Name: <<TBA>>
Position Title: Chief Financial Officer
Reports to: Chief Executive Officer
Direct reports: Finance Team Leader
                   Property Services Manager
                   Corp Governance and Legal team

Key Internal Relationships:
- CEO
- Executive Director Strategy, Services and Innovation
- Executive Director, Business, People and Culture
- Executive Manager
- RFW Board
- CEO EA

Key External relationships:
- Banks and Tax Agents
- External Auditors
- Insurance and Legal Advisors
- Third Party Suppliers
- Investment Advisors
- Business Partners

About Royal Far West
Royal Far West is a Manly based non-government organisation that provides multidisciplinary health and wellbeing services for children from rural and remote Australia with developmental, behavioural, learning and mental health difficulties.

Royal Far West Vision
Healthy country children

Royal Far West Mission
To improve the health and wellbeing of children and young people who live in rural and remote communities.

Royal Far West Values
Respect: We value diversity and are sensitive in relationships and to differences.
Integrity: We are open, honest & accountable. We do what we say we will do.
Care: We foster an environment that is supportive & without judgement.
Energy: we apply ourselves energetically, are resilient and encourage innovation.
PURPOSE OF THE POSITION - CHIEF FINANCIAL OFFICER

As a key member of Royal Far West’s Executive team, this role will help steer the organisation successfully into its 100th year in 2024 and beyond. This role requires a nimble, adaptive and skilled CFO who is looking to join a rapidly growing, fast-paced and highly effective charitable organisation with an ambitious vision for the people of rural Australia, and someone who wants to contribute to the wellbeing of our nation.

The Chief Financial Officer (CFO) role is responsible for providing strategic leadership for Royal Far West’s corporate and financial governance, leading the finance, legal, risk and compliance and property portfolio, and acting as a key partner on technology and HR.

The CFO works closely with the CEO, Executive, Board and Sub-Committees. The position ensures that all internal and external accountabilities relating to the organisation’s financial health are met and are of a high standard and plays a key role in driving business planning and developing organisational strategy.

The CFO is responsible for the development, management, implementation and monitoring of financial policies, procedures and systems, along with reporting the financial performance of the organisation. You will have day-to-day responsibility for the management of all functions relating to your team.

The CFO is responsible for providing financial insights, forecasts and analysis; advising on information technology strategy; informing and shaping business strategy; managing risk, governance and compliance; providing information and assistance to Managers and Directors on their financial performance and will assist and coach Managers with the preparation of budgets, monitoring and reporting against their budgets.

Working with the CEO and Project Manager, the CFO will play a critical role in the financial modelling and management of the $250 million Stage 2 waterfront development of the RFW site. This role will include structuring and executing the necessary financing package to deliver Stage 2, including managing the relationships necessary for the arrangement of appropriate secured debt facilities with lenders and reviewing and revising corporate structures for RFW. This role may include co-ordinating a corporate restructure to create multiple companies and actions to implement the necessary changes.

The Company Secretary function at RFW is also attached to this role. As Company Secretary, you will ensure that all statutory and corporate governance procedures are adhered to, that compliance of all matters outlined within the company’s Constitution are observed and that relevant Board policies and procedures are incorporated into the Board Charter.
KEY RESPONSIBILITIES/ OUTCOMES

Business and Financial Management

• Provide financial advice and analysis to the CEO, Executive and Board on financial and asset management for the organisation
• With the CEO and the Executive Team, create structures for a cohesive Executive relationship which sets a positive team culture and framework to meet operational and strategic outcomes for the organisation
• Lead collaborative business and financial planning processes
• Ensure effective planning cycles within Finance and Corporate Services are in place and aligned with the strategic directions of the organisation
• Implement robust financial and corporate management systems to increase efficiency, accountability, transparency and decision-making
• Maximise RFW’s financial strength through effective cash flow management and appropriate investment strategies
• Build strong relationships with and improve the financial literacy of senior managers and key stakeholders

Finance, Risk and Compliance

• Manage the relationship with external auditors, banks, insurers, the ACNC, ASIC and other statutory agencies of relevance to RFW, ensuring that RFW consistently meets all requirements for annual financial statements and other regulatory requirements
• Ensure an appropriate internal control framework supported by relevant financial and risk management policies including organisational compliance to the RFW Delegations Policy
• Develop and maintain effective stakeholder relationships with funders, suppliers and relevant partner organisations
• Monitor, manage and report on RFW’s obligations, exposure and risk under the National Redress Scheme.
• Provide regular, timely and accurate risk management reports and reviews and ensure risks are well mitigated within reasonable limits

Asset Management – Property, People and Investments

• Financial support and management of the debt funding, financing, corporate restructuring and cost modelling of the Stage 2 development
• Monitor, manage and maintain effective reporting on the Investment Portfolio, in conjunction with the CEO and Investment Committee
• Manage the provision of payroll and salary packaging services for RFW employees in consultation with the Executive Manager
• Provide Executive oversight and direction for the property management and maintenance practices within RFW, ensuring the highest standards of presentation and function of all RFW-owned buildings and services
• Ensuring compliance with all WH&S and other statutory obligations
Company Secretary
- Ensure that all statutory and corporate governance procedures are observed and implemented
- Ensure that compliance of all matters outlined within the company’s Constitution are adhered to and that relevant Board policies and procedures are incorporated into the Board Charter
- Manage all annual reporting obligations and requirement for the AGM and mandatory reporting to ASIC and ACNC and other stakeholders
- Ensure Board and Committee processes are supported by accurate and timely development and provision of annual meeting schedules, governance materials, agendas and meeting papers

People Management
- Build a strong culture within the finance and corporate services teams, with effective people leadership and management at both the team and individual level, including:
  - Create and maintain a responsive and respectful team culture that integrates the RFW values
  - Ensure that staff understand what is required of them, have development plans in place and are provided with timely performance feedback
  - Provide effective leadership to drive the performance and outputs of the team
  - Monitor, evaluate and manage staff performance to enable individual and team professional growth and development, addressing staff performance issues as required according to documented policies and procedures
  - Foster and implement a commitment to continuous improvement
- Contribute to the achievement of a strong workplace culture
- Provide Executive leadership and responsibility for adherence to optimum WH&S practices across the organisation

ESSENTIAL CRITERIA
- Tertiary qualifications with at least 8-10 years’ senior leadership experience and a CPA/CA accreditation or equivalent
- Senior level financial management expertise, including taxation, debt structuring and management, compliance, asset management, insurance, reporting and legal issues in a complex organisation with significant income, contract management and reporting requirements
- Ability to operate strategically with an ability to problem solve, support and understand challenges at the operational level
• Proven ability to take complex information and communicate it so that non-financial professionals can easily understand it
• Significant leadership and management experience in working with, advising and/or supporting staff, Executive teams and Boards
• Proven stakeholder relationship management – ability to build relationships and strategic partnerships with stakeholders including key government, non-government and statutory agencies such as the ATO
• Excellent interpersonal skills, diplomacy and political nous
• Superior problem-solving ability and the skill to negotiate successfully
• Strong organisational, negotiation and project management skills
• Senior leadership and people management expertise
• Commitment to actively work as part of an executive leadership team

**DESI RABLE CRITERIA**

• Experience in not for profit, NDIS or health sectors
• Membership of Australian Institute of Company Directors (GAICD)
• Previous experience as Company Secretary

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**Royal Far West Authorisation**

**Authorised:** ____________________________

**Chief Executive Officer**

**Employee Declaration**

I have read this Position Description. I understand the position requirements and position demands and agree that I can fulfil its function to the standards outlined. I agree to comply with all relevant policies.

I understand that other duties may be directed from time to time and that I may be required to work in any area under the jurisdiction of the Board of Royal Far West. I also agree to strictly observe the policy on confidentiality of information of staff and client information and other sensitive or confidential information that I may come across in the course of my employment.

I am not aware of any reason, which might interfere with my ability to perform the inherent requirements and demands of this position.

**Employee Name:** __________________________

**Employee Signature:** __________________________  **Date:** ___________