

Chief Finance Officer

The Position

The Chief Finance Officer oversees the compliance, governance, financial management and the people and development function in the Wilderness Society Ltd and where integrated services are provided to the Wilderness Society Federation.

The Chief Finance Officer has management responsibility for the Finance and Administration Manager and the People and Development team; and provides advice to the CEO, Board and Leadership Group relating to financial strategy, performance, people, risk and key strategic and operational matters.

Employer	The Wilderness Society Ltd	Department	Operations
Location	Sydney		
Tenure	Part Time	Hours	22.5
Reports to	Chief Operating Officer	Roles reporting to	1x FTE Finance & Administration Manager, 1x FTE & 1x 0.8 FTE People & Development Team

Responsibilities

Key Responsibilities
<p>Strategy, Planning and Implementation</p> <ul style="list-style-type: none"> • Drive the development of functional operational plans aligned with broader Wilderness Society strategy; • Lead the execution of strategies to continuously improve Corporate Services • Identify, recommend and implement strategies to improve financial performance • Keep abreast of, and lead the response to, changing industry and government trends which may affect the Wilderness Society' operations; <p>Financial Management</p> <ul style="list-style-type: none"> • Responsible for the Financial Management of the Wilderness Society Ltd <ul style="list-style-type: none"> ○ Planning, budgeting and forecasting ○ Reporting ○ Audit ○ Process improvement • Provide Financial Services to other related Wilderness Society organisations based on agreement



- Work with the Finance and Administration Manager to provide financial analysis and associated exception reporting
- Ensure appropriate returns on all Wilderness Society investments

Business Administration

- Identify, create and implement with collaborators prioritised projects that increase value in Revenue (fundraising) and other activities
- Meet all external compliance requirements for the entity, primarily but not limited with ACNC; ASIC; ATO.
- Company Secretariat
- Undertake necessary governance arrangements for associated entities
- Monitor and develop policies that improve the Wilderness Society's administration and oversight including Asset Management, Reserve Policies, Procurement, Property leases and holdings.

Leadership, Teamwork & People Management

- Demonstrate strong cultural leadership
- Foster participatory leadership for collaborative functional and cross-organisational teams and individuals.
- Directly assist the CEO and Leadership Group on matters financial, people and risk.
- Provide guidance and support to finance and HR personnel;
- Collaborate with other departments and Wilderness Society organisations
- Increase organisational financial literacy
- Actively report on information to improve how the Wilderness Society operates.

Risk Management & Compliance

- Lead the development of risk management plans for the Wilderness Society departments where these may be required;
- Ensure statutory, legal and reputational risks are analysed and managed for each department;
- Where risks become apparent ensure departments adopt best practice standards so that the impact of the risk to the Wilderness Society Group is minimised;
- Review compliance with budgetary constraints and make adjustments where necessary to conform to budget expectations;
- Oversight of entity procurement policy and procedures and compliance with relevant internal and external requirements
- Negotiating, reviewing, monitoring and reporting of entity contracts, including commercial terms, performance and service levels and risk mitigation

Knowledge and Skills

Essential	Desirable
<ul style="list-style-type: none">• At least five (5) years' experience managing an entity's end to end finance function, including developing and implementing financial strategies and demonstrating strong financial leadership	<ul style="list-style-type: none">• A proven commitment to and understanding of the not-for-profit sector• Knowledge of finance-related trends, legislation, policies and guidelines, especially in a not-for-profit context.



<ul style="list-style-type: none">• Demonstrated ability to develop and assess financial and commercial projects and initiatives, including business case preparation and review• Professional accounting qualification – Chartered Accountant (CA); Certified Practicing Accountant (CPA) or equivalent as appropriate• Demonstrated knowledge of and compliance with accounting standards (particularly as they relate to not-for-profit and government entities) and taxation legislation (including Goods and Services Tax (GST) and Fringe Benefits Tax (FBT))• Demonstrated stakeholder and relationship management skills across all levels of an organisation, including strong people and team management• Demonstrated written and oral communication skills and the ability to present credibly and confidently to senior stakeholders, including Boards, Committees and Executives• Demonstrated ability to achieve outcomes, drive change and resolve complex issues	<ul style="list-style-type: none">• Knowledge of Human Resource related trends, legislation, policies and guidelines, especially in a not for profit context.
--	---

Managing for Performance Process

Formal	Informal and Ongoing
<ul style="list-style-type: none">• Induction (4 weeks)• Probation (3/6 Months)• Performance Conversation (1 annually)	<ul style="list-style-type: none">• Team Meetings (weekly or fortnightly)• Manager & Employee One on One's (weekly, fortnightly or monthly)