**13th September 2024**

**Chief Financial Officer – Permanent, Full-time**

**Brunswick Head Office.**

* **Full time, rewarding and diverse position**
* **Dedicated and committed team**
* **Competitive Salary & Salary Packaging.**

**Lead our financial future. Become the driving force behind our success as Chief Financial Officer.**

This is a great opportunity to combine your financial expertise, organisation and management skills to lead the growth and development of the Finance Team of a respected NFP community services agency that celebrates and supports culturally and linguistically diverse people and communities.

PRONIA, derived from the Greek word meaning "to provide," stands as a well-established community services agency with a rich 52-year history dedicated to catering to the needs of culturally and linguistically diverse backgrounds, notably the Australian-Greek community.

Reporting directly to the Chief Executive Officer (CEO) and an integral member of the Executive Leadership Team (ELT), we are looking for an energetic professional with a strong work ethic and passion for the role.

As the Chief Financial Officer at PRONIA, you will be accountable for accurate reporting of financial results and managing PRONIA’s financial affairs. Your responsibilities will focus on the financial management of the organisation performing a wide range of responsibilities. These may include, but are not limited to:

**Key Responsibilities:**

* Managing the financial reporting for PRONIA including monthly financial reporting, budgeting and forecasting, financial planning and all statutory financial reporting.
* Providing sound financial support and insights to enable the CEO and ELT to make critical business decisions
* Play a key role in the formulation of the business's strategy
* Managing and overseeing the taxation affairs of the organisation and liaising with the external tax firm for specialist advice
* Managing and overseeing the cash flow of the company and ensuring it has the appropriate treasury controls
* Managing the External Auditor relationship and ensuring the organisation is compliant with accounting standards
* Managing and overseeing the PRONIA’s banking and borrowing arrangements
* Managing and overseeing the PRONIA’s financial systems
* Risk Management to ensure the business has a solid risk framework in place
* Presentation of financial results and insights to the Board
* Investment appraisal and analysis
* Overseeing Accounts Payable, Accounts Receivable, Tax, Treasury, Payroll, Financial and Management Accounting functions.
* Advising and implementing best practice methods to increase revenue and reduce costs
* Advising on market changes and providing strategic financial recommendations to the ELT
* Managing and tracking budget and accounting information including billing, collections, and tax information

**To be suitable for this position you must have:**

* 10+ years of experience in a senior financial managerial position with a proven record of success
* Sound decision-making skills based on accurate and timely analyses
* Results-oriented and metrics-driven
* Exceptional time management and ability to solve problems
* Exceptional interpersonal communication and leadership skills, with the ability to communicate and manage staff at all levels
* Ability to lead by example and demonstrate a strong sense of integrity, ethics and dependability
* Professional written and oral communication skills
* Confident to present results to an audience
* Strategic thinking, planning and creative problem-solving skills
* Ability to work under pressure
* Ability to collaborate with CEO and ELT to organise, plan and achieve company financial goals
* Advanced computer software skills, including Excel and financial reporting software
* Current Driver Licence and access to vehicle.
* National Police Record Check.
* Own IT infrastructure for remote work capabilities where directed by the business.
* Have the capacity to build strong relationships across and outside the organisation.
* Ability to influence people and outcomes to get the job done.

**Qualifications and Experience:**

* Bachelor's degree in Finance or Business Accounting.
* Professional accounting qualifications such as CA or CPA.
* Minimum 5 years' experience in NFP, Aged Care, or Health environment.
* Experience in financial reporting and XERO software.

**What we offer:**

* Energetic and Supportive team environment.
* Salary packaging (benefit from tax free earnings up to an annual cap amount of $18,550)
* Professional development and capacity building opportunities.
* Access to EAP.

**How to apply**

If you meet the qualifications and have the required skills, please submit your application including your resume and cover letter via our careers page:

<https://jobs.employmenthero.com/jobs/organisations/61c77df3-7562-423c-a7ff-eb07b0503de7>

**Position Description**

<https://drive.google.com/file/d/1r8zvNHa7ikYcYKSFORtQjjrLcHGgjJyD/view?usp=sharing>

For further information regarding this role, please contact Anna Pelosi from the People and Culture team on (03) 9388 9998 or email [hr@pronia.com.au](mailto:hr@pronia.com.au)

At PRONIA, we value diversity and are committed to creating an inclusive environment for all employees.

**Application Deadline: 12th October 2024**