

<b>PRONIA POSITION DESCRIPTION</b>	
<b>Position Title</b>	Chief Financial Officer (CFO)
<b>Position Holder</b>	NEW
<b>Award</b>	Social, Community, Home Care & Disability Services Industry Award 2010
<b>Salary</b>	Remuneration is in accordance with the above award and dependent on qualifications and experience.
<b>Salary Packaging</b>	Salary Packaging is offered with this position.
<b>Employment Status</b>	Permanent / Full time (1.0 FTE)
<b>Position reports to</b>	Chief Executive Officer
<b>Direct reports</b>	Financial Accountant, Finance Team
<b>Direct relationships</b>	Executive Leadership Team (ELT); Finance Team; External Accountants & Consultants; Major Accounts
<b>Location</b>	7 Union Street Brunswick, VIC 3056,
<b>Date Revised</b>	June 2024

<b>Organisation Background</b>
<p>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. We champion the cause of the vulnerable and pioneer innovative services to address both current and emerging needs within multicultural communities.</p> <p>At PRONIA, our programs are geared towards offering direct services, encompassing counselling, information dissemination, crisis intervention, and community education. Additionally, we specialize in delivering tailored services in aged care, disabilities, as well as family and children's programs. All our services are rendered in a culturally and linguistically appropriate manner, underpinned by a commitment to enhancing individual capacity and fostering community cohesion.</p> <p><b>Our Vision</b> An inclusive society where people from Greek and other backgrounds can be supported to live their best lives.</p> <p><b>Our Statement of Purpose</b> To empower vulnerable members of the Australian - Greek Community to reach their full potential. This will be achieved predominantly by undertaking service provision and complimented by ancillary services, which support our clients including advocacy, policy development and research in an innovative, culturally and linguistically appropriate manner.</p>
<b>Role Purpose</b>
<p>Reporting to the Chief Executive Officer (CEO), the Chief Financial Officer (CFO) the CFO is accountable for the administrative, financial, and risk management operations of PRONIA, including the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results.</p> <p>The Chief Financial Officer (CFO) has overall responsibility for the strategic planning, implementation, managing and running of all the finance activities of a company, including business planning, budgeting, forecasting, risk and governance as well as negotiations.</p>

Key Area	Key Responsibilities
<b>Team Leadership &amp; Management</b>	<ul style="list-style-type: none"> <li>• Foster a positive team environment characterized by high levels of motivation and collaboration, encouraging teamwork and mutual support among team members.</li> <li>• Lead and oversee the team's day-to-day operations, providing direction and support as needed.</li> <li>• Guide, mentor, and coach team members to help them achieve both individual and company objectives and targets, fostering a culture of continuous improvement.</li> <li>• Conduct regular performance reviews and implement performance management strategies to ensure accountability and alignment with organisational goals.</li> <li>• Cultivate staff capabilities through targeted training initiatives, aiming to build a highly skilled and capable team capable of delivering world-class customer service standards to both internal and external stakeholders.</li> <li>• Maintain efficient staffing levels to meet business demands, ensuring adequate coverage across all areas of operation.</li> <li>• Implement cross-training initiatives within the finance department, enabling each team member to acquire proficiency in multiple functions and serve as backups when needed, thereby enhancing operational resilience and flexibility.</li> </ul>
<b>Planning &amp; Strategy</b>	<ul style="list-style-type: none"> <li>• Assist in formulating PRONIA's future direction and supporting tactical initiatives</li> <li>• Monitor and direct the implementation of strategic business plans</li> <li>• Develop financial and tax strategies</li> <li>• Manage the 3-year forecast and annual budgeting processes and reporting against budget</li> <li>• Develop performance measures and monitoring systems that support the PRONIA's strategic direction</li> </ul>
<b>Operations</b>	<ul style="list-style-type: none"> <li>• Provide strategic financial advice to the CEO, Executive team and managers in all aspects of financial management, annual budget development and monthly budget reporting of variances.</li> <li>• Managing the financial reporting for the organisation. This includes monthly financial reporting, budgeting and forecasting, 3-year financial plans and all statutory financial reporting</li> <li>• Oversee the preparation of the Annual Financial Report of Operations in accordance with legislative standards.</li> <li>• Provide timely financial reports and monitor the effectiveness of accounting and financial management information systems and financial controls in meeting all legislative and departmental requirements.</li> <li>• Participate in key decisions as a member of the management team</li> <li>• Maintain close operational relationships with all members of the management team</li> <li>• Overseeing Accounts Payable, Accounts Receivable, Tax, Treasury, Payroll, Financial and Management Accounting functions.</li> <li>• Advising on market changes and providing strategic financial recommendations to the ELT.</li> <li>• Maintain liaison with Government agencies to maximise funding and income opportunities for service development and growth strategies.</li> </ul>

	<ul style="list-style-type: none"> <li>• Managing and tracking budget and accounting information including billing, collections, and tax information</li> <li>• Managing and overseeing the cash flow of the organisation and ensuring it has the appropriate treasury controls</li> <li>• Managing the External Auditor relationship and ensuring the organisation is compliant with accounting standards</li> <li>• Manage vendor relationships</li> <li>• Manage any third parties to which accounting or finance functions have been outsourced</li> <li>• Oversee the company's transaction processing systems</li> <li>• Managing and overseeing the company's banking and borrowing arrangements</li> <li>• Managing and overseeing the company's financial systems</li> <li>• Presenting results to non-finance people to understand</li> <li>• Providing sound financial support and insights to enable the ELT to make critical business decisions</li> <li>• Presentation of financial results and insights to the Board</li> <li>• Reviewing all formal finance and IT-related policies and procedures</li> </ul>
<p><b>Financial Information</b></p>	<ul style="list-style-type: none"> <li>• Prepare and interpret financial accounting reports to support the CEO and Executive team in decision making</li> <li>• Maintain accurate data information systems including reporting systems and projects.</li> <li>• Oversee the issuing of financial information</li> <li>• Ensure all required financial information is prepared and presented on time</li> <li>• In consultation with the CEO and other senior managers prepare long term financial plans and strategies; coordinate the preparation of annual budgets; coordinate external audits and preparation of the Annual Financial Report</li> <li>• Monitor cash balances and cash forecasts</li> <li>• Manage the transition of work currently undertaken by external accountants to in house including tax compliance</li> <li>• Provide Management with information and produce KPI's on milestone reports against targets</li> </ul>
<p><b>Risk Management</b></p>	<ul style="list-style-type: none"> <li>• Understand and mitigate key elements of the company's risk profile</li> <li>• Monitor all open legal and insurance issues involving the company, and legal issues affecting the industry</li> <li>• Actively participate in the Continuous Improvement Program and Risk Management Programs to promote a quality and risk minimisation culture within the finance department.</li> <li>• Assist in the maintenance of the financial portion of the Risk Register.</li> <li>• Construct and monitor reliable control systems</li> <li>• Maintain appropriate insurance coverage</li> <li>• Ensure that the organisation complies with all legal, regulatory, contract and grant requirements</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that record keeping meets the requirements of auditors and government agencies</li> <li>• Assess credit exposure to clients and other third parties and manage accounts receivable to targets</li> <li>• Report risk issues to the Executive the Audit, Governance and Risk committee of the Board of Directors</li> <li>• Risk Management to ensure the business has a solid risk framework in place</li> <li>• Maintain relations with external auditors and investigate their findings and recommendations</li> </ul>
<b>Funding</b>	<ul style="list-style-type: none"> <li>• Monitor cash balances and cash forecasts</li> <li>• Assist with the formulation of financing needs including Equity, external debt and funding</li> <li>• Manage operations of debt facilities and equity obligations</li> <li>• Invest funds within organisational policy</li> </ul>
<b>Third Parties</b>	<ul style="list-style-type: none"> <li>• Maintain banking relationships</li> <li>• Represent the company with investment bankers and investors</li> <li>• Manage relationships with Australia Taxation Office (ATO)</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Maintain ASIC records of companies within the Group</li> <li>• Maintain Unit Trust and Equity records</li> <li>• Control purchasing and expenditure functions; including furniture, office equipment, stationary, janitorial supplies and catering</li> <li>• Manage Reception/Front-of-house areas, conference room facilities and office space generally to ensure optimum functionality, and that they meet the required standards of presentation and are safe and secure environments within which to work</li> </ul>
<b>Tax, Compliance &amp; Statutory Requirements</b>	<ul style="list-style-type: none"> <li>• Managing and overseeing the taxation affairs of the organisation and liaising with the external tax firm for specialist advice</li> <li>• Collaborate with external accountants and auditors to ensure adherence to all compliance targets and regulatory requirements, fostering a culture of transparency and accountability.</li> </ul>
<b>Payroll</b>	<ul style="list-style-type: none"> <li>• Oversees the processing of payroll on both a weekly and fortnightly basis.</li> <li>• Ensure timely payroll processing while adhering to all legal requirements such as PAYG tax, work cover, and superannuation within specified timelines.</li> <li>• Collaborating with HR, ensure business systems for all payroll-related matters, including the maintenance of records for sick leave, annual leave, and other award entitlements for individual workers, in accordance with their respective awards and contracts.</li> </ul>
<b>Software Implementation</b>	<ul style="list-style-type: none"> <li>• Ensure proficiency and effectiveness among team members with XERO accounting software,</li> <li>• Oversee the review and implementation of any new software, facilitating smooth transitions and optimised performance.</li> <li>• Verify the functionality and efficiency of systems, software, and hardware, ensuring they meet operational requirements and comply with financial accountability standards.</li> <li>• Identify and pursue opportunities for continuous quality improvement in finance and payroll systems, fostering enhanced efficiency and effectiveness in operations.</li> </ul>

<b>WH&amp;S</b>	<ul style="list-style-type: none"> <li>• Maintain a safe and healthy work environment by adhering to occupational health and safety policies, procedures, and instructions.</li> <li>• Take responsibility for your own well-being and ensure the safety of others who may be impacted by your actions.</li> <li>• Proactively identify and address potential hazards to prevent accidents and promote a culture of safety.</li> <li>• Follow established protocols to minimize risks and create a conducive atmosphere for occupational health and safety.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Uphold compliance with legislative and company standards by maintaining all required filings and records.</li> <li>• Ensure the timely updating of all pertinent financial files to facilitate accurate reporting and analysis.</li> <li>• Attend all relevant meetings at PRONIA to stay informed and contribute effectively to organisational goals.</li> <li>• Adhere to established financial procedures within the organisation to uphold integrity and transparency.</li> <li>• Undertake additional projects or duties as assigned by the CEO, demonstrating flexibility and commitment to organizational objectives.</li> </ul>

**Key Performance Indicators**

- Effective leadership and management of the Finance & IT team
- Accurate monthly cash flow forecast reports provided on time.
- All monthly draft profit and loss reports are completed by the 2nd Monday of the month and management reports are completed by the 3rd Monday of the month
- Debtors & Creditors figures maintained to agreed targets and reported on a weekly basis.
- All compliance and statutory payments accurate and made on time
- Cost centre Management – Maintain accuracy and relevance
- Ensure that systems, software and hardware are all in working order and performing efficiently and effectively
- Financial Metrics - Net Equity Position, Liquidity, Operating Reserves and Actual versus Budget income and expenditure. Operating Margin, Fundraising Cost Ratio, Program Expense Ratio and Cash Flow.

**Mandatory Requirements**

- Current Driver Licence and access to vehicle
- National Police Record Check.
- Own IT infrastructure at home to enable work from home capabilities during periods where directed by the business.

**Academic/Technical Qualifications**

- Master's degree in accounting or business administration, or equivalent business experience and 10+ years of progressively responsible experience for a major company or division of a large corporation.
- Preference will be given to candidates with an MBA in Finance and the Certified Public Accountant or Certified Management Accountant designations
- Experience in a Not-for-Profit organisation is highly desirable.
- Experience in partnering with an executive team and have a high level of written and oral communication skills
- Experience in mergers and acquisitions and investor relations
- Executive experience with SaaS business models and their associated revenue recognition

### Professional Experience

- Five or more years of experience in executive leadership roles
- Experience within a NFP and/or Aged Care/Health environment
- Demonstrated management and leadership skills with good communication and clear direction in service provision.
- Experience with service/product costing
- Demonstrated experience in translating business requirements into workable business solutions.
- Proven ability to work within a team whilst leading and delegating effectively

### Knowledge and Skills

- Excellent leadership skills, with steadfast resolve and personal integrity
- Demonstrated ability to provide strategic, analytical and innovative skills in leading project management and service planning.
- Exceptional verbal, written, and visual communication skills
- Understanding of advanced accounting, regulatory issues, and tax planning
- Working knowledge of how to raise capital outside traditional lines of credit
- XERO experience highly desirable
- Advanced excel skills (Pivot tables, VLOOKUP's, financial modelling etc.)
- Knowledge in accounting software/package e.g. XERO, Computer literacy.
- Demonstrated capacity to lead and motivate individuals and teams in a consultative manner.
- Strategic procurement and costings expertise.
- Experience in the health care and Aged Care sector or large commercial business.
- Knowledge of Federal and State Government health funding streams, guidelines and reporting requirements.

### Personal Qualities

- strong analytical skills, technical financial expertise, superior communication skills and the capacity to think strategically.
- Detail oriented, enthusiastic and proactive.
- Ability to present oneself in a professional, corporate & courteous manner
- Ability to effectively communication between the frontline team and management
- Ability to prioritise multiple tasks in a busy work environment
- Self-motivated and results orientated
- Committed to following and enforcing business processes.
- Good time management to deliver agreed outcomes to tight deadlines.
- Committed to promoting a safe workplace
- Ability to problem solve, seek answers and take accountability to own work

## Safeguarding our Employees

At PRONIA, we acknowledge that family violence is a multifaceted issue with gendered dimensions, affecting individuals of all ages, genders, sexual orientations, cultures, religious beliefs, and socio-economic statuses. It permeates various care relationships and has immediate and enduring impacts on the physical, psychological, and social well-being of those involved, encompassing both adults and children.

Recognizing the seriousness of supporting employees affected by Family & Domestic Violence, PRONIA is committed to the following measures:

1. Providing employees impacted by family & domestic violence with 10 days of paid leave annually (non-cumulative).
2. Ensuring confidentiality of all disclosed information.
3. Developing and implementing workplace safety planning strategies as needed.
4. Offering referrals to appropriate support services.
5. Providing specialized training for designated personnel.
6. Granting impacted employees access to flexible working arrangements, annual leave, personal leave, and long service leave as required.
7. Safeguarding employees against discrimination resulting from disclosure, experience, or perceived experience of domestic violence.

By respecting the decisions of service users and offering a comprehensive range of options, PRONIA professionals play a crucial role in ensuring the safety and well-being of individuals, including addressing their health needs effectively.

## Safeguarding Children and Young People

"PRONIA is deeply committed to child protection, and adherence to the behaviour standards outlined in our Code of Conduct is mandatory for all employees. Upon induction, each employee receives a copy of the Code of Conduct to familiarize themselves with its provisions.

As part of your duties and responsibilities, you are required to:

- Foster a welcoming and safe environment for children and young people.
- Advocate for the safety and well-being of the children and young people under our care.
- Ensure that all interactions with children and young people are positive and secure.
- Provide appropriate care and supervision to the children and young people entrusted to you.
- Serve as a positive role model for children and young people.
- Promptly report any suspicions, concerns, allegations, or disclosures of potential abuse to management.
- Maintain a valid Working with Children Check (if applicable to your role).
- Undergo periodic 'national criminal history record' checks and promptly report any criminal charges or convictions received during your employment that may pose a risk to children and young people."

Signed for by the Employee as  
acceptance of the position description.

Name:  
Signature:

Date: