

# Position Description

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POSITION TITLE	Director – Finance & Corporate Services
REPORTS TO	Chief Executive Officer
DIRECT REPORTS	Financial Accountant
CREATED	1 July 2020 (Previously Finance Manager)

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## ORGANISATION OVERVIEW

Interplast Australia & New Zealand (Interplast) was founded in 1983 and is a not-for-profit organisation which provides volunteer plastic and reconstructive services together with capacity building activities to developing communities in the Asia Pacific region.

Interplast works to improve the lives of people in developing countries who are disabled as a result of congenital and acquired medical conditions such as cleft lip and palate or burn scar contractures. Volunteer plastic and reconstructive surgeons, anaesthetists, nurses and allied health professionals provide free medical treatment for those who would otherwise not be able to afford access to services. Interplast works closely with local services to build their capacity to deliver surgical and other related health care interventions.

Interplast is a signatory to the Australian Council for International Development (ACFID) Code of Conduct and is an accredited non-government organisation with the Australian Department of Foreign Affairs and Trade (DFAT).

## POSITION SUMMARY

Reporting to the Chief Executive Officer, the Director – Finance & Corporate Services is broadly responsible for leading and managing all aspects of finance and corporate services functions at Interplast Australia & New Zealand. These functions include:

- Finance
- Information technology & systems
- Human resources
- Risk management
- Property & asset management
- External compliance & continuous quality improvement (CQI)

These functions are to be closely managed to ensure the current and future goals of Interplast can be met in all areas of finance and corporate services. The role will work in partnership with all functional leaders to ensure financial information is accurate, timely, responsive, and compliant with relevant legislation, guidelines and internal policies.

Furthermore, the role provides extensive support and advice to the Chief Executive Officer (CEO) on issues relating to corporate services functions.

## KEY RESPONSIBILITIES (NB: This list is not exhaustive, rather a guide to responsibilities)

### Financial Management

- Provide effective financial and management advice to enable the CEO, Board and Audit & Risk committee to make informed decisions

	<ul style="list-style-type: none"> <li>▪ Provide financial advice to the Leadership Team in support of preparations and assessments for funding submissions</li> <li>▪ Preparation and management of annual financial statements, budgets, forecasts, payroll management and other reporting as required</li> <li>▪ Ensure the organisation is compliant with applicable taxation laws including GST, FBT and preparations of returns (e.g. IAS/BAS &amp; FBT)</li> <li>▪ Manage and consult with Directors on Interplast budgets, oversee monthly financial reports, provide detailed overview of budgets to actual expenditure, oversee financial year end projections and ensure that the annual budgets submitted are consistent with budget allocations</li> <li>▪ Management of the Finance &amp; Corporate Services team to ensure the following functions run accurately, timely and in accordance to relevant guidelines, policy and legislation – accounts payable/receivable, payroll, budgeting, acquittals, audits, banking, reporting.</li> <li>▪ Oversee Financial and Banking facilities and services</li> </ul>
<p><b>Information Technology &amp; Systems</b></p>	<ul style="list-style-type: none"> <li>▪ Enhance and manage the maintenance of Interplast’s IT and systems infrastructure ensuring appropriate information and system security in place supported by appropriate backup systems and recovery plans (including cyber-attack response).</li> <li>▪ Develop and implement Information Technology policies and procedures. Manage the relationship with organizational IT providers, ensuring positive outcomes for the organisation</li> <li>▪ Build and maintain vendor relationships and oversee the purchase of all software, hardware, and other organizational related IT supplies</li> <li>▪ Provide recommendations about future planning and development of resources in an effective and efficient manner that will ensure maximum access to and implementation of technology services and resources.</li> </ul>
<p><b>Human Resources</b></p>	<ul style="list-style-type: none"> <li>▪ Manage end-to-end workforce planning including forecasting needs, job design and evaluation, recruitment and selection processes, and on-boarding new employees</li> <li>▪ In conjunction with the CEO, lead, monitor and review the performance management system ensuring that appropriate plans are in place for managing succession, retention, talent and career development</li> <li>▪ Ensure that all training (compliance and professional development) is linked to organisational goals</li> <li>▪ Develop, maintain and be a role model for a culture among staff that is open to change and supports continuous quality improvement, collaboration, respect and accountability</li> <li>▪ Work collaboratively with the CEO to identify, develop and implement key organisational culture, engagement and change initiatives and strategies.</li> <li>▪ Ensure maintenance and currency of the HR manual</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Develop, implement and maintain policies and practices that reflect contemporary, evidence-based approaches and meet legislative requirements</li> <li>▪ Manage the remuneration structure and salary reviews, providing recommendations to the Chief Executive Officer</li> <li>▪ Oversee Occupational Health and Safety matters including and ensure a safe and supported environment.</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>▪ Develop and implement the Interplast’s risk management plan and strategy, communicate expectations and obligations through Directors, and monitor and report on performance to improve the organisation’s risk profile</li> <li>▪ Identify and detect potential threats to fully develop a shared understanding for the organisation’s risk exposure</li> <li>▪ Conduct or oversee the conduct of regular risk assessments and preparation of all documentation related to risk assessment, and reviews of standard operating procedures ensuring that recommended improvements are fully implemented</li> <li>▪ Deliver regular risk analysis reports to the CEO and Leadership Team complete with actionable plans for avoidance or prevention of possible threats at all levels</li> <li>▪ Lead implementation of programs designed to anticipate and to minimise threats to the organisation</li> <li>▪ Develop and implement insurance strategies and financing techniques to appropriately deal with any unanticipated losses</li> </ul>
<b>Property &amp; Asset Management</b>	<ul style="list-style-type: none"> <li>▪ Develop and implement Interplast’s asset management plans and strategy, communicate expectations and obligations through Directors, and monitor and report on performance to optimise the value of the asset portfolio</li> <li>▪ Lead implementation of asset management and maintenance programs, providing professional oversight to protect Interplast’s investment and financial interests</li> <li>▪ Determine, in collaboration with the Leadership Team, appropriate frameworks, processes and standards to be applied to the acquisition and disposal of assets, ensuring compliance with sound and agreed financial, legal and commercial principles</li> <li>▪ Provide strategic advice to the CEO and Leadership Team to support the implementation of and adherence to effective asset management principles across the organisation</li> <li>▪ Oversee the office management function to ensure appropriate allocation of resources for the efficient and effective function of the Interplast office.</li> <li>▪ In conjunction with the CEO, review Interplast’s property needs and make recommendations to the Board where appropriate.</li> </ul>
<b>Compliance &amp; CQI</b>	<ul style="list-style-type: none"> <li>▪ In collaboration with the Leadership Team, lead the development of policies and procedures across the organisation</li> <li>▪ Manage the implementation of quality control measures as well as accreditation requirements ensuring they are completed in a timely and accurate manner.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Support the CEO in ensuring staff and organisational compliance with various codes of practice and regulatory and statutory codes and Laws.</li> <li>▪ Ensure staff are appropriately trained on quality processes and procedures, including risk mitigation.</li> <li>▪ Ensure the Interplast systems are being used effectively for all staff and stakeholders</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>▪ Provide secretariat support to the Audit &amp; Risk Committee</li> <li>▪ Act as a key member of the Leadership Team</li> <li>▪ Other duties as required by the Chief Executive Officer.</li> </ul>

### KEY PERFORMANCE INDICATORS

In conjunction with the Chief Executive Officer, the Director – Finance & Corporate Services will develop an annual performance plan that clearly articulates agreed key performance indicators and success measures.

Although not exhaustive, performance will be judged by:

- Reports and documentation are accurate, timely and relevant
- Internal/external audit reports reflect accurate and robust systems and processes
- Evidence of the fulfillment of statutory and compliance requirements
- Workforce systems are responsive to the need of staff
- Development and implementation of relevant policies, procedures and systems
- Quality and efficiency of service provided to internal clients (e.g. CEO, fundraising, programs)
- Timely response to ad hoc and structured requests of the Finance & Corporate Services team.

### ROLE REQUIREMENTS

<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Demonstrated communication and interpersonal skills with the ability to produce clear and accurate communications that are appropriate for their intended audience</li> <li>▪ Proven capability to work positively and effectively as part of a collaborative work team, to accommodate and work well with different working styles and to work independently where required</li> <li>▪ Demonstrated ability to organise, schedule and plan, and to meet rigid and conflicting demands and deadlines, along with the ability to adapt to changed priorities</li> <li>▪ Proven computer literacy skills, including use of the Microsoft Office suite, with attention to detail and a high level of accuracy.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Significant experience (5+ years) in relevant finance and corporate services positions</li> <li>▪ Demonstrated experience and success in the delivery of work plans to assist in the achievement of organizational strategic objectives</li> <li>▪ Extensive management experience, including the ability to motivate, lead, set objectives and manage the performance of a multi-disciplinary team</li> </ul>

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**Knowledge & Qualifications**

- Degree level qualifications in finance or a related field (essential)
  - Current CPA or CA registration and entitlement (*Highly regarded but not essential*)
  - Demonstrated knowledge of current accounting standards, ACNC requirements and a detailed understanding of financial acquittal to government and/or philanthropic donors.
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**EMPLOYMENT TERMS & CONDITIONS**

HOURS	Fulltime (76 hours per fortnight) or part-time by negotiation
TENURE	Ongoing, subject to budget and successful completion of KPI requirements
SALARY	To be negotiated with the successful candidate (inclusive of superannuation)
LOCATION	Interplast Australia & New Zealand 250 – 290 Spring Street, East Melbourne VIC. 3002  Interplast has extensive flexible work arrangements and as such, a combination of office-based and home-based work would be available for this position.  Some regional, interstate, and overseas travel will be required
ADDITIONAL INFORMATION	Full entitlements and employment conditions will be set out in the Interplast Employment Contract and Interplast Human Resources Manual

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