

Position Description



Interplast™

Repairing bodies & rebuilding lives
in the Asia Pacific region

POSITION TITLE	Head of Finance (0.8 FTE)
REPORTS TO	Chief Executive Officer
DIRECT REPORTS	Financial Accountant (0.6 FTE)
CREATED	May 2023

ORGANISATION OVERVIEW

Interplast Australia & New Zealand (Interplast) was founded in 1983 and is a not-for-profit development organization, which provides volunteer plastic and reconstructive services, alongside health capacity building activities in developing countries in the Asia Pacific region.

Interplast works to improve the lives of people living with a disability 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 have access to these services. Interplast works closely with local organisations to build their capacity to deliver surgical and other related health care interventions.

Interplast is a member of the Australian Council for International Development (ACFID) a proud signatory to the 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 Head of Finance is broadly responsible for the finance function and provides financial and strategic advice as required. Included functions are:

- Financial planning and management
- Property and asset management
- Financial systems and policies
- Operational finance
- Risk management

These functions are to be managed to ensure the current and future goals of Interplast can be met. The role will work in partnership with all functional leaders to ensure 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 on issues relating to financial services.

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

Financial Management	<ul style="list-style-type: none">▪ Provide effective financial management advice to enable the CEO, Board and Audit & Risk committee to make informed decisions▪ Provide financial advice to the Leadership Team in support of preparations and assessments for funding submissions▪ Prepare and manage annual financial statements, budgets, forecasts, payroll management and other reporting as required▪ Ensure the organisation is compliant with applicable taxation laws including but not limited to GST, FBT and preparations of returns (e.g. IAS/BAS & FBT)▪ Manage and consult with Managers 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▪ Management of the finance team to ensure the following functions run accurately, timely and in accordance with relevant guidelines, policy and legislation – accounts payable/receivable, payroll, budgeting, acquittals, audits, banking, reporting
Financial Planning	<ul style="list-style-type: none">▪ Research, prepare, set up, monitor and report on full financial budgets for Interplast▪ Undertake financial modelling and evaluation of programs and major events and campaigns
Financial Systems & Policies	<ul style="list-style-type: none">▪ Ensure that work practices reflect the finance policies and procedures, and procedures are updated as required▪ Maintain a working knowledge of all relevant legislation and regulations relating to all finance activities of the organisation and ensure policy documents are updating accordingly▪ Ensure knowledge management processes are in place to ensure that relevant and consistent information is maintained and reviewed▪ Identify and implement efficiencies in areas of finance, with particular reference to streamlining of transactional processes and automation
Operational Finance	<ul style="list-style-type: none">▪ Supervise and actively participate in the day-to-day financial operational requirements of the organisation

	<ul style="list-style-type: none"> ▪ Lead transactional banking services and banking provider relationships ▪ Manage accounts payable by working closely with the Financial Accountant reporting to this position
<p>Risk Management</p>	<ul style="list-style-type: none"> ▪ In conjunction with the Head of Corporate Services, develop and implement the Interplast’s risk management plan and strategy, communicate expectations and obligations through managers, and monitor and report on performance to improve the organisation’s risk profile ▪ Identify and detect potential threats to fully develop a shared understanding for the organisation’s risk exposure ▪ 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 ▪ 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 ▪ Lead implementation of programs designed to anticipate and to minimise threats to the organisation ▪ Develop and implement insurance strategies and financing techniques to appropriately deal with any unanticipated losses
<p>Property & Asset Management</p>	<ul style="list-style-type: none"> ▪ In conjunction with the Head of Corporate Services, 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 ▪ Lead implementation of asset management and maintenance programs, providing professional oversight to protect Interplast’s investment and financial interests ▪ 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 ▪ Provide strategic advice to the CEO and Leadership Team to support the implementation of and adherence to effective asset management principles across the organisation ▪ In conjunction with the CEO, review Interplast’s property needs and make recommendations to the Board where appropriate.

Other Duties

- Act as a member of the Management Team
 - Provide secretariat support to a relevant committee and/or working group, as required by the Chief Executive Officer
 - Other duties as required by the Chief Executive Officer
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KEY PERFORMANCE INDICATORS

In conjunction with the Chief Executive Officer, the Head of Finance will develop an annual performance plan that clearly articulates agreed key performance indicators and success measures.

Although not exhaustive, performance will be judged by:

- Effective and efficient management of stakeholders
- Timeliness and responsiveness to stakeholders, including volunteers, partners, and donors
- Quality of outputs and alignment to Interplast strategic objectives
- Contribution to broader Interplast deliverables and project-specific outcomes

ROLE REQUIREMENTS**Skills**

- Demonstrated communication and interpersonal skills with the ability to produce clear and accurate communications that are appropriate for their intended audience
- 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
- 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
- Proven computer literacy skills, including use of the Microsoft Office suite, with attention to detail and a high level of accuracy

Experience

- Knowledge of DFAT and ACFID standards and compliance requirements
- At least 3 years' experience relevant to the position
- Demonstrated experience working in developing communities within the Asia Pacific region (highly regarded but not essential)

Knowledge & Qualifications

- Tertiary qualifications in finance or accounting
 - CA or CPA Membership (Highly regarded)
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EMPLOYMENT TERMS & CONDITIONS

HOURS	Part-time (0.8 FTE)
TENURE	Ongoing subject to budget and successful completion of agreed key performance indicators
SALARY	To be confirmed with the successful candidate
LOCATION	Melbourne office based. Flexible hours or working from home options available. Some regional, interstate, and overseas travel may be required
ADDITIONAL INFORMATION	Full entitlements and employment conditions will be set out in the Interplast Employment Contract and Interplast Human Resources Manual