

# Bawinanga Aboriginal Corporation

## Chief financial officer (CFO)



### Position profile and selection criteria

<b>Classification:</b>	Fixed term contract
<b>Location:</b>	Maningrida
<b>Salary:</b>	\$100,000 to \$110,000 p.a. plus salary packaging of \$16,719 p.a. 12% employer superannuation contribution Six weeks annual leave, telecommunications package
<b>Applications close:</b>	31 March 2013

### Environment

Maningrida is a picturesque, well established community with approximately 3500 residents (including township and homelands) and is located approximately 500 kilometres east of Darwin overlooking the Arafura Sea. The community is serviced by a school, health clinic, police station and a variety of small enterprises, including two retail outlets and fuel stations. There are a number of sporting activities available and a public swimming pool. Maningrida is easily accessible with two daily flights to Darwin via Airnorth and two barges each week.

### Governance

Bawinanga Aboriginal Corporation (BAC) is a large Aboriginal owned and controlled organisation with annual turnover of approximately \$35m. It has a long and proud history of delivering services to Aboriginal people. BAC is directed by an executive committee that is elected annually by the members at the corporation's annual general meeting. Policies formulated at the executive level are implemented under the leadership of the chief executive officer (CEO) and the management team in conjunction with other staff members in each program area. BAC provides services to 35 outstations, administers some 50 grants, operates a large CDEP program, and manages a suite of businesses.

### Key accountabilities

- Work closely with the CEO to develop and maintain strong relationships with all internal and external stakeholders, including all entities of BAC, the Northern Territory and federal government agencies and relevant non-government organisations.
- Management and leadership of the BAC finance department.
- Development of consistent finance policies and procedures to support the operation of a robust finance function.
- Preparation and analysis of monthly management accounts.
- Preparation of annual financial statements, including grant acquittal statements, to be audited.
- Preparation of integrated cash flow, profit and loss and balance sheet forecasts.
- Preparation of BAS and IAS.
- Actively participate in and support the senior management team of BAC.
- Provide relevant reports to the CEO and the board on a monthly basis, to support governance

oversight and direction of operations.

- Establish, coordinate and chair the finance committee that reports to the board.
- Provide line management responsibility and support for employees within the finance department of BAC.

## Corporate and social responsibility

- Adhere to the BAC by-laws and code of conduct.

## Stakeholder relationships

- Be proactive in the area of relationship management with all BAC staff and develop sound working relationships through delivering appropriate and honest support and/or feedback.
- Ensure communications are appropriate to BAC communities, BAC and its entities and stakeholders.
- Integrity and ethical behaviour
- Act with integrity at all times and ensure that areas of responsibility operate in an open, transparent and accountable manner.

## Selection criteria

Applicants must be able to demonstrate the following skills, knowledge and experience.

### Essential

1. Recognised tertiary qualifications, with either membership of the ICAA or CPA.
2. Extensive financial management experience and the capacity to provide advice on finance matters and taxation matters.
3. Strong written and verbal communication skills, including the ability to present report to board of directors in a logical and concise manner.
4. Proven experience in implementing new processes and systems to ensure the efficient processing of all accounting transactions.
5. Excellent leadership, interpersonal and communication skills and demonstrated ability to lead, motivate and influence a team with experience in conflict mediation.
6. Ability to manage resources within budget, schedule and recommend approval of leave, schedule and conduct performance reviews of staff supervised.
7. Sound understanding of corporate governance.
8. Demonstrated experience in preparing robust cash flow/budgeting models.
9. Ability to drive strategic financial planning for the corporation.
10. Familiarity with government funding processes and demonstrable capacity to work effectively with governments and not-for-profit organisations.

## Desirable experience

1. Experience and/or knowledge of Aboriginal culture and communities and how they operate.
2. Experience in working for not-for-profit organisations.