

Job Title	Financial Controller	Location:	Canberra
Team	Operations team	Position Type:	Full-time
Reports to	Operations Director		
Direct reports	1		
Primary Job Purpose			
<p>The Financial Controller reports to the Operations Director and is responsible for ensuring effective financial, investment and accounting strategies, methods, practices and procedures for FARE. The role oversees finance transactional operations, supervision of payroll activities, capital and asset management, financial statement reporting and readiness, budget development and allocation and overall financial position monitoring and reporting. This strategic and hands-on role is also responsible for ensuring that FARE complies with statutory and regulatory requirements and practices sound corporate governance. The role is required to work across all parts of the organisation to ensure a strong financial management.</p>			
Responsibilities			
<ul style="list-style-type: none"><li>• Provide overall leadership, management and support in the delivery of all Finance Operations.</li><li>• Provide accurate, and timely financial information, through the maintenance of an effective financial framework, inclusive of oversight, analysis and planning.</li><li>• Direct the establishment of financial and accounting principles, procedures and practices in line with legal and corporate requirements.</li><li>• Advise on the financial implications of management decisions, risk minimisation, opportunity forecasting and establishing the financial soundness of proposed investments and divestment.</li><li>• Provide reports, recommendations and interpretations to the Board, Board Committees, CEO and Senior Leadership team on financial and operating data and variances in the budget.</li><li>• Provide support and advice to the Finance Audit and Risk Management Committee and Investment Committee of the Board.</li><li>• Manage and coordinate with the internal and external audits, including liaising with the auditors and providing them with the required documentation.</li><li>• Ensure that the revenue of FARE is protected through the establishment of effective financial controls; strong investment policies, implementing and maintaining appropriate management accounting and reporting systems, budgetary controls, and expenditure procedures.</li><li>• Maintain a watching and advisory brief on the investments of FARE and liaise with the organisation’s investment management firms.</li><li>• In collaboration with the CEO and Senior Leadership Team, prepare and present organisational budgets and forecasts in line with FARE’s strategic plan.</li><li>• Develop and implement policies to ensure the security of funds and assets, guiding the lodgment of tax and other returns to comply with all statutory requirements, and administering insurance cover and claims.</li><li>• Ensure compliance and reporting with relevant statutory and regulatory bodies including the ACNC, ASIC and ATO.</li><li>• Assist the CEO and Operations Director in managing risk and corporate governance and governance and operational policies and procedures.</li></ul>			

<ul style="list-style-type: none"><li>• Lead and coordinate one staff members working in finance and Board support.</li><li>• Perform other duties as directed by the Operations Director.</li><li>• Apply the principles and practices of FARE and adhere to the company’s Values and Code of Conduct.</li></ul>			
People Management		Bookkeeper	
Capabilities			
Qualifications/ Experience		<ul style="list-style-type: none"><li>• A minimum of 5 years’ experience coupled with relevant tertiary qualifications in Finance, Economics, Accounting, Business Administration or Business Law and membership of professional Accounting and/or Financial institutions.</li><li>• Professional accounting qualification such as CA or CPA preferred.</li><li>• Experience gathering, evaluating, presenting and reporting financial information to executive teams and Boards.</li><li>• Experience in a senior financial management role with a successful track record of managing staff.</li><li>• Experience and training in corporate governance.</li></ul>	
Knowledge/ Skills		<ul style="list-style-type: none"><li>• Sound experience in Finance and Accounting in an NFP or corporate environment.</li><li>• Ability to organise and control accounting systems.</li><li>• Strong Financial Management ability, including overseeing investments.</li><li>• Advanced computer software skills, including Excel and other accounting packages such as Xero.</li><li>• Ability to interpret and provide analysis to a variety of stakeholders.</li><li>• Excellent communication skills and the ability to interact at a Senior Management level.</li><li>• Knowledge of statutory requirements within the community and NFP sector, including knowledge of the ACNC and ASIC requirements.</li><li>• Sound knowledge of corporate governance.</li><li>• Demonstrated high level of interpersonal and communication and presentation skills.</li><li>• Ability to mentor, develop and motivate staff.</li></ul>	
Personal Attributes		<ul style="list-style-type: none"><li>• Ability to work, lead and make decisions under pressure.</li><li>• Strong attention to detail.</li><li>• Demonstrated communication skills adaptable to the broader stakeholder group.</li><li>• Demonstrated passion for building a values-based, high performing and effective team environment.</li><li>• Demonstrated commitment to continuing professional and personal development.</li></ul>	
Reviewed By:	Ayla Chorley	Date:	05/08/2021
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