

Position Description

Director of Finance and Operations

Reports to

- Chief Executive Officer (CEO)

Direct Reports:

- Operations Manager
- Finance Manager
- HR Manager

Award:

- SCHADS level 8 and above, depending on education and experience

Special Provisions:

- Willingness to travel to remote communities (by light aircraft or 4WD- this no regular aspect of the role);
- Ability to obtain and maintain NDIS Worker Screening clearance;
- Willingness to adhere to Government mandated vaccination policies and provide proof of compliance;
- Ability to obtain and maintain an NT class C manual drivers' license;

Position purpose

The Director Finance and Operations (DFO) is a member of the Executive Management Team and is responsible for managing and overseeing the shared support services and finance of the MJDF. The role contributes to, and delivers on, the strategic vision of the MJDF in terms of its financial wellbeing and the provision of resources and services to achieve these outcomes. At an operational level, the DFO reports directly to the Chief Executive Officer (CEO). The DFO is responsible for operational and shared support functions, such as financial management, facilities management and human resource management. Additionally, they play a key role in contributing to the MJDF's strategic direction and goals as part of the Executive Management Team (EMT), which includes the CEO, Director of Research, Education & Clinical Services and the Director of Community Services.

The DFO will provide direct support to the CEO regarding strategic, operational and financial planning and reporting; stakeholder management; Board and subcommittee reporting and risk management (including incident reporting). The DFO plays a key role leading the service-oriented Operations team to provide facilities- and administration support across the MJD Foundation.

Key Responsibilities:

1. Governance

- Supports the CEO in the development and delivery of the strategic plan, including reporting to the Board
- Responsible for policy development to ensure strong systems of internal control are in place, including practicable and reasonable segregation of duties
- Participates in the development of performance objectives and measurement of stated outcomes

- Supports the CEO in the development and delivery of Board and Subcommittee papers and analyses

2. Leadership

- Leads and guides the MJDF Support Teams (Finance, Operations, HR).
- Collaborates with and is guided by Cultural Advisors regarding 'Our Way' model of practice and the 'Proper Approach' to service delivery and guides practical application of the models by the Support Teams.
- Mentors and leads direct reports including goalsetting, performance appraisals and - management, continued professional development, staff wellbeing and WHS.
- Identifies the strategic needs of the MJDF and develops and implements operational plans to meet these needs.
- Contributes to the strategic direction of the MJDF through the generation of plans for improvement, change and innovation.

3. Finance, Insurance and Legal obligations

- Leads, develops and oversees management of the annual operating budget.
- Develops and uses financial modelling and analysis to set and achieve financial goals to secure the financial wellbeing of the MJDF.
- Responsible for the longer-term financial planning for the MJDF, including the development of financial strategies and goals and recommendations to the CEO and Board.
- Supports MJDF's management team with the financial aspects of their responsibilities by providing advice and guidance as required.
- Ensures appropriate contracts are in place with suppliers and funders etc
- Ensures MJDF meets its legal and statutory obligations as a Charity and as an NDIS Registered Support provider
- Ensure MJDF is adequately protected by insurance policies
- Ensures the development of financial plans, cashflow forecasts and financial reporting
- Oversees the annual financial audit
- Supports the CEO in the delivery of financial reports and annual budget submission to the Board and subcommittee
- Prepares management reports, including narrative reports highlighting issues or concerns, as required for presentation to the Board

4. Operations

- Leads, delegates and/or supports the implementation and execution of policies and procedures relevant to the effective delivery of Operational support
- Oversee the development of policies and effective systems & procedures across the shared support services of the MJDF.
- Plans, monitors and manages the MJDF's total resourcing requirements.
- Ensures strong operational plans are in place regarding travel, fleet management, asset management, facilities management (office, house), procurement and administrative functions
- Acts as the key advisor to the CEO on asset and property management, infrastructure and construction matters.
- Leads and delegates Operations related projects and initiatives in consultation and collaboration with other teams as appropriate

5. Human resource management

- Ensures development of the MJDF Workforce Plan
- Promotes a safe workplace ensuring WHS standards and legislation are met
- Promotes a positive and effective workplace culture

- Acts as the key advisor to the CEO on employee relations matters and oversees the effective management of human resources, including recruitment and selection, training and development, remuneration, and performance management
- Integrates HR with payroll and benefits administration, ensuring compliance with employment laws and regulations.

6. The DFO provides support to the CEO including:

- Presenting to prospective sponsors, developing strong sponsor relationships, ensuring sponsors are well represented in marketing material
- Establishing close relationships with government funding bodies and other funding sources, applies for relevant grants, ensures grant reporting and acquittal is completed
- Participating in the development of operational plans around fundraising & income generation initiatives
- Participating in the management of grant opportunities, funding agreements, and grant reporting requirements

7. Information Technology

The DFO oversees the Information Technology systems, policies and security, ensuring the IT needs of the MJDF are met.

8. Workplace Health and Safety (WHS) management

The DFO is responsible for Workplace Health and Safety management. This includes ownership of the Risk Management policies and procedures, including incident management procedures.

Selection Criteria:

Essential:

1. Relevant tertiary qualifications in Accounting, Business Administration or equivalent;
2. At least five (5) years' experience in a senior executive leadership role, preferably within the not-for-profit sector
3. Demonstrated experience of financial management in a complex environment, including budgeting, forecasting, and financial analysis;
4. Demonstrated experience leading diverse teams and fostering a collaborative culture;
5. Excellent organisational skills with demonstrated ability to exercise initiative, set priorities and work under pressure to meet conflicting deadlines for a diverse range of activities across key areas of shared support services;
6. Excellent communication skills with a demonstrated capacity to manage internal and external relationships in a complex organisational context and cross-cultural setting with the ability to deal with sensitive issues with tact, diplomacy and consistency and maintain confidentiality. Experience managing human resources and grant management;
7. Proven strong governance and risk compliance skills and experience;
8. A commitment to person and family centred practice and working within the MJD Foundation 'Our Way' approach: willingness to embrace and lead change and uphold a strong team culture, through demonstration of positive behaviours and leadership;
9. Highly developed oral and written communication skills, including interpersonal skills, with demonstrated capacity to consult, collaborate and negotiate effectively with stakeholders;
10. Demonstrated experience leading strategic projects, optimising operational processes and driving efficiency;
11. A visionary leader who can translate strategy to day-to-day operations and who is able to unite people from a variety of backgrounds and cultures

12. Excellent computer and technology skills across the suite of Microsoft office products, web-based applications, video conferencing and audio-visual platforms and facilities, with the ability to troubleshoot under pressure and teach others how to use facilities.

Desirable:

- CPA qualification
- Knowledge of the National Disability Insurance Scheme
- Grant management experience
- Fundraising experience