

POSITION DESCRIPTION

Position

Chief Financial Officer (CFO)

Role Purpose

- *Key finance leadership role.*
- *Drive financial strategy for growth.*
- *Best practice financial governance, analytical modelling, sound investment, compliance and systems innovation across the business.*

Position Summary

Reporting directly to the CEO and leading the finance team, the Chief Financial Officer (CFO) is a key member of the Executive Team and supports the delivery of our strategic objectives through best practice financial governance, analytical modelling, sound investment, risk management, compliance and systems innovation across the business.

The CFO will lead key areas of the organisation including finance, data analysis, budgets/financial reporting, oversee external audits and provide leadership in the evaluation of short and long term strategic financial objectives and be a key figure in organisation planning and review.

The CFO will be keenly aware of the external environment and ensure financial compliance and an ongoing commitment to process innovation and productivity efficiencies to support WPI's strategic initiatives.

Position Relationships

Reporting to

CEO

Key Relationships

Internal

- CEO
- CCO (Chief Commercial Officer)
- Audit and Risk Committee (ARC)
- Board of Directors
- Leadership Team
- Finance Team
- All WPI staff

External

- Homes Vic and other relevant government departments
- Department of Treasury and Finance (DTF)
- Treasury Corporation Vic (TCV)
- Banking and Private Equity investors

Direct reports

The position will have the following direct reports:

- Finance Manager
- Accountant

Key Responsibilities

Business growth – Tenders & Bids

- Provide leadership on government tenders and bids in collaboration with the CCO.
- Work closely with the CEO and CCO in evaluating alternative funding models, presenting funding opportunities to enable the expansion of WPI's housing portfolio.
- Support the evaluation of new opportunities through the provision of detailed financial models and reports and business case analysis.

	<ul style="list-style-type: none"> Maintain strong and effective business relationships/networks with strategic partners and stakeholders within and beyond the community housing sector.
Negotiate & liaise with Equity partners	<ul style="list-style-type: none"> Liaise and negotiate with equity partners in consultation with CEO and CCO. Prepare financial models and submissions for equity requirements for projects. Prepare a capital acquisition plan (debt/equity) with CCO to finance the growth of WPI.
Business Performance	<ul style="list-style-type: none"> Oversee preparation of comprehensive financial reporting including cash flow analysis for the CEO, Treasurer, ARC and the Board which clearly represent the status of the finances and report on actual spending versus budget. Develop tools and systems to provide quality financial and operational reports and make key actionable recommendations to the CEO and key stakeholders. Attend ARC meetings. Manage debt facilities and related covenants – including reporting on these matters to ARC and the Board. Manage cash flow, forecasting impacts of current and future property developments. Ensure implementation of quality financial policies and procedures to facilitate compliance with quality standards and drive continuous improvement throughout the organisation.
Strategy Development & Business Planning	<ul style="list-style-type: none"> Assist the CEO and CCO on the organisational Strategy and Business Plan projections for confirmed projects. Prepare financial reports to support the strategic and business plan where required.
Compliance	<ul style="list-style-type: none"> Oversee and ensure WPI meets all financial compliance requirements from all statutory, government and philanthropic sectors in a timely and accurate manner. Specifically; <ul style="list-style-type: none"> Housing Registrar using their financial reporting tool Reporting to DTF on covenants for the Low Interest Loan SHGF compliance ACNC and ASIC
ICT	<ul style="list-style-type: none"> Ensure ICT supports the delivery of the strategic plan and lead the provision of ICT support to WPI. Work with Operations Manager, to secure and implement software and hardware as required by the business and in line with the ICT strategy.
Governance	<ul style="list-style-type: none"> Undertake the role of Company Secretary.
Team leadership & development	<ul style="list-style-type: none"> Coach and mentor direct reporting team members in the achievement of performance objectives and measures Ensure that direct reports have up-to-date performance plans aligned to strategic objectives and that they receive regular feedback consistent with policy. Provide regular opportunities for team building, communication, training and professional development. Engender a team culture of continuous improvement, quality and customer responsiveness. Facilitate a collaborative interface between team members and stakeholders across the organisation. Oversee the recruitment and selection of new staff and participate in hiring activities as required. Develop and drive a team culture of open, honest and transparent communication and consultation. Ensure that team members are informed about wider organisational issues, strategic directions and key Board and management decisions in an accurate and timely manner.

General finance related tasks

Budgeting	<ul style="list-style-type: none"> Oversee and manage the preparation of the annual budget in consultation with the CEO and ARC. Present the budget to the ARC and Board.
Audit	<ul style="list-style-type: none"> Oversee the preparation of the year-end financial statements required for auditing purposes. Respond to any queries or additional information required by the auditor. Present the audited statements to the Treasurer and the ARC.
Human Resource Management	<ul style="list-style-type: none"> Supervise and oversee fortnightly payroll prepared by the Accountant and Finance Manager. Review options to incorporate best practice HR services into the Organisation. This may include sourcing external consultants to provide HR services. Liaise with the CEO and relevant team members in relation to any proposed salary increases, providing financial advice of the capability of the organisation to meet the proposed increases.
Asset Management	<ul style="list-style-type: none"> Provide reporting and input to support the Asset Management Strategy and provide ongoing financial advice and reports to the Asset Manager. Work with Asset Manager to develop short and long-term budgets for responsive, cyclical and maintenance of properties. Ensure CHINTARO is regularly updated and operating correctly to facilitate the financial monitoring of rental income and expenditure. Oversee the maintenance of a property and non-property related asset register and all its associated requirements.
Insurance	<ul style="list-style-type: none"> Maintain and review insurances that reflect WPI's risk profile and operations. Ensure all insurance required for the organisation is in place including professional indemnity, public liability, landlord insurance etc. Manage and lodge Insurance claims.

Key Selection Criteria

	<ol style="list-style-type: none"> <i>Strong communication skills and ability to work with a range of stakeholders including the government, banks, philanthropic organisations and non-government organisations.</i> <i>Relevant Tertiary qualifications - CPA or CAA</i> <i>Financial modelling expertise.</i> <i>Proficient use of excel.</i> <i>Good analytical skills.</i> <i>A knowledge of the Community Housing Sector (preferred)</i> <i>Highly developed team leadership skills.</i> <i>Well-developed negotiation skills.</i> <i>Work as part of the WPI team and comply with policies and procedure.</i>
Essential Selection Criteria	<ol style="list-style-type: none"> <i>Current drivers' license</i> <i>Police check</i>