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CANDIDATE BRIEFING NOTES

Chief Financial Officer
Casa Services



ABOUT CASA SERVICES...

Casa Services (Casa) is a disability services organisation located in Alice Springs providing high-quality community services support for independent living, NDIS plan management, community access programs, accommodation, in-home support and skill development and training; fostering inclusion, independence and empowerment and striving to enhance the lives of those they serve.

VISION:

To inspire the community to support and empower people with disabilities in reaching their full potential.

PURPOSE:

Building positive futures; making lives better through support, care and connection to culture and community.

VALUES:

From the Heart

Open and Inclusive

Supportive and Respectful

Self-motivated and Reliable

Empowering Others

EXECUTIVE ROLE BRIEF...

Casa is seeking an inspirational Chief Financial Officer (CFO) who is motivated to accept key accountability for the leadership of all financial and fiscal management functions of the organisation and, importantly, for the proactive provision of strategic financial and other advice to the Chief Executive Officer (CEO) and Board.

Working closely with the CEO and senior leadership team, you will provide sophisticated financial reporting, establish robust performance metrics, and ensure that all financial operations are managed efficiently. As an experienced finance professional, you will leverage your expertise to ensure the organisation remains financially robust and compliant.

The environment within which our client operates as a key player demands a person with outstanding commercial acumen, interpersonal and negotiation skills, lateral and divergent thinking capability and proactivity to be constantly alert to the many opportunities and challenges from within the industry.

Applications are welcome from those who currently reside in, or are interested in relocating to, Alice Springs or Adelaide with the expectation that regular travel to Alice Springs take place.



ALICE SPRINGS...

Stunning landscapes, remote communities, and a unique pioneering history create a diverse and exhilarating destination. Alice Springs is a thriving, spirited outback centre famous for the personality of its locals, contemporary and traditional art and its surrounding natural wonders.

With deep spiritual origins dating back more than 30,000 years, Alice Springs has an abundance of culture and history, widely considered to be the spiritual heart of Australia, with rivers and ranges millions of years old and an ancient Aboriginal culture rich in art and story. Journey to the centre of the landscape and find red desert sands, spinifex dunes, ghost gums, rocky chasms and diverse wildlife. Traverse the surrounding MacDonnell Ranges, explore the Red Centre Desert, or bask in the spectacular sight that is Uluru; a large sandstone rock formation located approximately 450kms north-west of Alice Springs rooted in Indigenous culture.

Be inspired by the very beauty of Alice Springs; a gateway to the Northern Territory's epic outback, and an embodiment of the essence that is the Australian Spirit.

Find out more about Alice Springs by visiting:

<https://northernterritory.com/alice-springs-and-surrounds> (source)

<https://jointheterritory.nt.gov.au/move/regional-living-guides/alice-springs-and-surrounds> (source)



Alice Springs



Ormiston Gorge



Uluru



POSITION DESCRIPTION..

Contract:	Full-time, fixed term – 3 years; 6-month probationary period
Remuneration:	\$170,000 base salary, plus statutory superannuation Salary sacrificing arrangements available
Reports into:	Chief Executive Officer (CEO)
Primary location:	Alice Springs, Northern Territory

ROLE PURPOSE

This is a senior position with the opportunity for professional and personal growth. Casa are set to embark on a new 3-year strategic plan and an exciting phase in the organisation's history. Casa are seeking a finance professional with agility, innovation, and vision to help take the organisation to the next level.

You will join an organisation that is participant led, driven by values and is entering an exciting new phase of development.

KEY RESULT AREAS (KRAs)

Leadership

- Contribute to the ongoing development and implementation of organisational strategy
- Contribute to the development and implementation of the new 3-Year Strategic Plan
- Contribute to sound decision-making of the leadership team
- Lead, support and engage with own business unit and team
- Contribute to and help drive Casa's organisational culture in line with organisational values
- Provide strategic advice and insights to the CEO, Chief Operating Officer (COO) and Board for ongoing business planning and growth
- Contribute to cross-collaboration and sharing of important context and information across the organisation
- Ensure risks associated with organisational, team and team member activities are identified and managed effectively
- Educate team members in relation to financial management and budgets across the organisation
- Actively work with the Chair, Finance and Audit Committee (F&AC) to ensure valuable and high-quality reporting, and that all engagements are fruitful

Management Accounting

- Develop, evaluate and monitor key metrics to analyse the organisation's financial performance and growth
- Oversee the preparation of the annual budget and periodic forecasts
- Maintain a rolling monthly cash flow forecast
- Perform financial analyses of actual to budget variances; raise and provide information and guidance required to address any actual or anticipated financial issues
- Review and analyse program spend and provide advice to program leads as required



POSITION DESCRIPTION...(CONT'D)

KEY RESULT AREAS (KRAs) (cont'd)

Management Accounting (cont'd)

- Prepare clear and timely financial reports for the Board and subcommittees and other stakeholders as required
- Provide strategic financial inputs for submissions, proposals and tenders; provide reporting for grants and contracts
- Provide financial advice to the team as requested

Financial Operations

- Oversee the accounts receivable, accounts payable, payroll, banking, month end, year end and reporting processes
- Monitor cash flow and compliance with cash covenants for the organisation
- Oversee the annual audit and prepare the year-end financial statements in accordance with accounting standards and statutory requirements
- In collaboration with the HR Advisor, implement a combined payroll and HR information system
- Develop, implement and monitor internal controls to protect Casa's assets
- Manage and continuously improve all accounting and financial systems and processes

Governance and Compliance

- Establish and monitor Casa's reporting and compliance calendars
- Support the Finance Board Sub-Committee by working across the organisation to capture, document, assess, control and manage risks
- Ensure appropriate insurance coverage for the organisation and manage the insurance renewal process
- Ensure compliance with relevant legislation and statutory requirements
- Ensure compliance with requirements of the *Corporations Act 2001*, *Australian Charities and Not-for-profits Commission Act 2012 (ACNC Act)*, *National Employment Standards* and *Occupational Health & Safety Act 2004*
- Manage the commercial negotiation and review the financial terms of all contracts, MOUs and Agreements

General

- Assist the CEO and COO as required in cross-functional matters relating to finance and HR, operations, risk, legal and IT
- Actively engage with the senior leadership team and support Casa's operations and strategy beyond areas of remit
- Perform other duties as required by the CEO



POSITION DESCRIPTION...(CONT'D)

KEY RESULT AREAS (KRAs) (cont'd)

General Responsibilities – All Employees

To provide participants with high quality support that addresses individual needs and enhanced independence, abilities, community participation and/or quality of life, all employees are expected to:

- Demonstrate consideration, understanding and respect for participants, their guardians and their families always and in all interactions
- Monitor and report performance against personal performance goals and take corrective action as required
- Drive a culture of continuous improvement throughout the workplace in a supportive manner
- Maintain and encourage a positive and solutions focussed attitude
- Provide a safe working environment within your area of responsibility, actively participating in and supporting a 'safety first' business culture
- Ensure compliance with Statutory and Regulatory requirements, alongside Casa's policies, processes and procedures

SELECTION CRITERIA

Essential

Qualifications:

- Qualified CA or CPA, or equivalent, or eligible for qualification to a relevant professional body
- Tertiary education in business administration, finance or accounting or a related field

It is an organisational expectation that employees maintain their own continued professional development.

Skills, Experience and Knowledge:

- Minimum of 5 years' experience in a senior finance role
- Minimum of 3 years' experience within a NDIS operation
- Strong technical financial accounting and management accounting skills
- Demonstrated experience with financial systems and processes for the conversion of services into invoices
- Demonstrated experience in directing and oversight of payroll, AR/AP and budgeting functions
- Proven history of managing people and finance teams
- Proven ability to work at a senior leadership level in implementing operational and strategic plans leading to positive outcomes
- Proven ability to support and advise entrepreneurial ventures
- Proven contributions to income creation and decision making as a member of a leadership team
- Experience strategically partnering at the Executive and Board level
- Previous audit experience including preparation of financial statements
- Demonstrated success leading financial planning processes including budgeting and cashflow forecasting
- Strong business acumen and proven analytical, problem-solving and decision-making abilities
- Ability to maintain flexibility in times of uncertainty, keep pace in a fast-moving environment and adapt to achieve desired outcomes
- Innovative, commercial mindset with vision to help take the organisation to the next level
- Mature professional with deep integrity and values alignment to Casa's mission



POSITION DESCRIPTION...(CONT'D)

SELECTION CRITERIA (cont'd)

Desirable:

Skills, Experience and Knowledge:

- Expertise on the application of the Social, Community, Home Care and Disability Services (SCHADS) Industry Award, or ability to learn
- Experience in developing and managing revenue models to establish financial sustainability across an organisation
- Experience in collaborating with Indigenous Australians and people from culturally and linguistically diverse backgrounds

Personal Qualities and Values:

- **Adaptability** – Flexible and understanding in the way Casa works and able to adjust when needed to achieve the best outcomes for participants and staff
- **Commitment** – Dedicated to Casa's mission, participants and staff to achieve the best outcomes
- **Empowerment** – Giving those Casa works with choice and control. Affording all people the opportunity to grow and meet their potential through support
- **Inclusion** – Willingness to understand and accept differences and belief systems in the community with the common goal of creating further respect and equality within the organisation
- **Teamwork** – Different ideas, values and cultures working collaboratively together to share and achieve common goals
- **Accountability** – Taking responsibility for actions and behaviours while successfully delivering an outcome in an honest and open way
- **Growth** – Ability to improve, gain more knowledge and find better ways to upgrade, services and build positive relationships

SPECIAL CONDITIONS

- Valid Driver's Licence
- NDIS Worker Screening Clearance
- Current National Police Clearance
- Evidence of right to work in Australia
- Appointees residing in Adelaide:
 - A working space will be provided, located in Mount Barker
 - Regular travel to Alice Springs is expected, frequency to be agreed upon with the CEO
 - Travel to Alice Springs will be at the appointees own cost
 - Accommodation in Alice Springs will be provided by the organisation



RECRUITMENT PROCESS...

Our best-practice and rigorous process incorporates pre-screening, initial interview, psychometric appraisal facilitated internally, reference checking and panel interview.

PSYCHOMETRIC APPRAISAL

Stillwell Management Consultants employs a team of Registered Psychologists and Registered Organisational Psychologists who work in parallel with our Recruitment team. The psychometric assessment process is administered and interpreted by our specialist team.

Successful applicants are offered a complimentary debrief session with one of our Registered Psychologists to take place within the first month of commencing in the role.

REFERENCE CHECKING

Should your application be shortlisted, you will be asked to provide the details of two to three professional referees. You will be required to provide SMC with the details of referees to whom you have directly reported, in the past 10-15 years or currently.

Referees are only contacted once your permission has been sought, at such a time in the process that it is necessary, and this will occur during the latter stages of the process.

We do offer flexibility in the timing of when we contact referees, particularly if you are nominating someone to whom you are currently reporting, and we are happy to discuss this with you at the appropriate time.

Stillwell Management Consultants endeavours to provide regular updates to you throughout the recruitment process, and all applicants will be notified, in writing or otherwise, of the outcome of their application.



LEAD CONSULTANTS...

Confidential telephone enquiries are welcome on (+618) 8212 0999:



DARYL STILLWELL
Managing Director



TESS SHAW
Recruitment
Consultant

ALL ENQUIRIES AND APPLICATIONS ARE TREATED WITH THE STRICTEST LEVEL OF PRIVACY AND CONFIDENTIALITY.

HOW TO APPLY...

Please visit <https://www.stillwellmanagement.com.au/jobs> and select 'Chief Financial Officer' to view the full advertisement.

Click 'Apply Online' and complete the online form (paying special attention to questions marked with an asterisk), and attach:

- your current CV/resume, and
 - your CV should include details of your full employment history as well as a detailed synopsis of your key responsibilities and achievements of the positions you have held over the last 10-15 years, or as relevant to the role for which you are applying
- a one-to-two-page Cover Letter addressed to the Consultant(s) listed above, highlighting your ability to demonstrate the skills and attributes required of the successful appointee

Immediately you will receive a receipt of your application and we ask that you verify your email address per the link in the email to ensure we are able to communicate with you using your correct details. If you do not receive this email, please check your junk inbox.

