Job Description

Position details:

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| Title: | Chief Financial Officer | **Position Number:** | 01201 |
| Classification: | Level 8 | | |
| Branch: | Finance | | |
| Directorate: | Corporate Services | | |
| Award/Agreement: | Public Sector CSA Agreement and GOSAC Award 1989 | | |
| Reports to: | Director Corporate Services | | |
| Direct Reports: | Management Accountant  Financial Accountant  Operations Accountant | | |
| Special Conditions: | Nil | | |

About the Organisation

Our Vision is to deliver world class sport and entertainment experiences through the effective management of our venues.

We directly support high performance sport by providing training and competition facilities, direct subsidies to sport on venue and events costs, and through the provision of high performance sport experiences for the community.

We focus on attracting world class sport and entertainment events, providing all Western Australians with the opportunity to be inspired.

About the VenuesWest Way

**The VenuesWest Way guides the way we work and the way we model our behaviour.**

It is our system of defining and measuring our culture and sets the expectations on how we engage, improve, support and challenge one another to be the safest and best we can be – as individuals and as a collective.

Our signature behaviours:



About the Directorate

Corporate Services intent is to build organisational capacity through the support and development of VenuesWest’s people, systems and processes. In doing this, the directorate will delivery timely, efficient strategic advice and support services to the organisation in human resources and payroll; financial management & governance; information management, risk management and occupational safety and health.

About the Role

The Chief Financial Officer develops and manages the financial strategy for VenuesWest providing specialist advice to the Finance, Audit and Risk Management Committee (FARM), CEO, and Executive Team. It is responsible for providing leadership and direction to the VenuesWest Finance team and ensuring the effective, efficient and compliant delivery of financial management, budgeting and accounting services to VenuesWest.

About the Responsibilities

*VenuesWest is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for our employees, customers, trainees, students and volunteers. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO legislation, Occupational Safety & Health legislation, VenuesWest’s Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.*

General Management and Leadership

* Provides leadership for the members of the Finance branch to achieve the Directorate’s organisational objectives.
* Contributes to the formulation of the Corporate Services Directorate’s direction, policies and strategies.
* Facilitates continuous improvement through the ongoing monitoring, analysis and achievement of Corporate Service Directorate Business Plan, Budget and KPI’s, responding proactively and making changes when required.
* Assists and/or leads in the delivery of major corporate projects.
* Assists in the delivery of change management strategies.
* Works collaboratively to deliver continuous improvement within the Finance Branch to ensure the successful delivery of VenuesWest services.

Corporate Governance, Accountability and Compliance

* Ensures compliance with the VenuesWest accountability framework and manages resources to deliver on the expected outcomes and outputs for this position.
* Manages the implementation and evaluation of corporate governance practices and systems for the Finance Branch ensuring compliance.
* Contributes to the identification of risks and manages exposures in relations to risk, liability and safety.
* Ensures compliance of the Finance Branch with relevant legislation, policy and guidelines.
* Establishes and maintains ongoing consultation with Directorates to ensure the enhancement and successful delivery of customer centric financial services as a business partner.

Development and Leadership of People and Teams

* Provides effective leadership to ensure the Finance team models the behaviours of the VenuesWest Way.
* Assists in shaping appropriate work cultures aimed at facilitating high performance.
* Undertake the VenuesWest Performance Development Planning process for the Finance Branch ensuring the people are continually developed and recognised.
* Assists in the delivery of the VenuesWest Workforce & Diversity Plan.
* Works collaboratively as an active member of the Corporate Services Directorate sharing information and ideas and promoting professional development within the team.
* Manages and monitors the recruitment, induction, training and performance of staff within the team.
* Assists with the implementation of change management strategies required to achieve corporate objectives.

Financial Management

* Undertakes responsibilities as Chief Financial Officer and Certifying Officer.
* Develops, implements and manages policies, procedures and systems relating to financial management, accounting and budgeting.
* Ensures compliance with the *Financial Management Act 2006*, Treasurer’s Instructions, Accounting Standards and Taxation and other legislative obligations.
* Provides high quality analysis and advice on financial management, budgeting and financial policy to the Board, FARM, CEO, Directors and cost centre managers.
* Leads the annual internal and external budgeting processes, including establishment of a budgeting timetable, coordination of budget submissions, liaison and negotiation with Department of Treasury.
* Undertakes budget monitoring, financial analysis and reporting to meet internal and external requirements, including:
* Providing to the Board, FARM, CEO, Directors and cost centre managers high quality monthly finance reports;
* Providing Whole of Government reports as required; and
* Preparing financial statements for audit and inclusion in the Annual Report.
* Liaises with internal auditors and representatives of the Office of the Auditor General as required.
* Maintains and oversees cash management functions, including:
* Coordinating draw-down of government appropriations; and
* Undertaking regular cash-flow analysis and providing advice as appropriate.
* Manages appropriate financial management systems, including chart of accounts, Oracle Fusion and the budgeting and reporting tool.
* Maintains and updates the Financial Management Manual to ensure effectiveness and compliance.

Business Services

* Coordinates all insurance policies, including renewals, to ensure adequate coverage for the agency’s operations.
* Ensures adequate records management processes are in place to comply with the State Records Act.
* Ensures compliance with government procurement requirements and prepares the Annual Supply Report for the State Supply Commission.
* Collaboratively formulates the Corporate Services Directorates component of the VenuesWest Business Plan.
* Is accountable for the management of human, financial, technological and physical resources to achieve the Corporate Services Business Plan and Key Performance Indicators.
* Develops Executive, FARM and Board papers and reports pertaining to Finance Branch activities and strategies as required.
* Develops strong working relationships with key agency partners including the Department of Treasury, Office of the Auditor General and the Insurance Commission of Western Australia.

Occupational Safety and Health

* Reads and understands all emergency plans and safety and health procedures, follows safe work instructions, undertakes emergency management and safety related training and assumes responsibilities as required or directed.

Other

* Other relevant duties as required

About the Person

The following *essential* capabilities are to be addressed in the context of the responsibilities of the position:

1. Demonstrated skills, knowledge and experience in a senior role responsible for a broad range of finance services including:
2. Ensuring compliance with the Financial Management Act or equivalent
3. Development, implementation and management of financial accounting and budgeting policies and procedures.
4. Knowledge of Australian Accounting Standards, the Financial Management Act 2006, Treasurers Instruction and relevant public sector policies and processes.
5. Inspires a sense of purpose and direction and focusses strategically, establishing operational goals that link to strategic objectives; Harnesses information and considers opportunities; Analyses risks and issues and identifies solutions.
6. Achieves results by building teams with complementary skills and creating a flexible work environment; Establishes clear plans and timeframes; Responds positively to change; Strives to achieve results and encourages other to do the same.
7. Builds and sustains productive relationships with a network of key stakeholders; Facilitates cooperation and partnerships and resolves conflicts effectively; Leverages diverse views and perspectives and promotes a culture of quality customer service.
8. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct; Provides impartial and forthright advice, challenges important issues and stands by the position; Commits to action and displays resilience in achieving them; Demonstrates self-awareness and commits to personal development.
9. Communicates confidently, concisely and accurately both orally and in writing adapting their style to their audience; Negotiates persuasively, encourages debate and identifies common ground to facilitate agreement.
10. Refines roles and responsibilities and allocates workforce resources to achieve business outcomes and develop team capability; Undertakes succession planning; Provides coaching and leadership to encourage others to strive for ongoing performance improvement and continuous improvement.

Qualifications / Certifications

Essential:

* Tertiary qualification in accounting, finance or related discipline; and
* Membership of a professional accounting body in compliance with Treasurer’s Instruction TI 824 Chief Finance Officers.

Employment Conditions and Eligibility

Appointment to this position is conditional upon:

* providing appropriate evidence of the ‘Right to Work’ in Australia
* providing a National Police Clearance Certificate (dated within 3 months from the date of application for the position) from a recognised service provider as determined by VenuesWest

**Important note:** The key requirements and attributes detailed above are based on the following core capabilities prescribed in the VenuesWest Job Capability Framework:

* Shapes and manages strategy
* Achieves results
* Builds productive relationships
* Exemplifies personal integrity and self-awareness
* Communicates and influences effectively
* Manages people

Additional information can be obtained by contacting People and Culture on (08) 9441 8362.

Certification:

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| The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position. | | |
| David Etherton  Chief Executive Officer |  | Date Approved:  03/02/21 |
| As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document. | | |
| Employee Name: |  | Date Appointed:  ……../……../…….. |
| Signature: |  | Date Signed:  ……../……../…….. |