

Position Description – Chief Financial Officer

Role Purpose

The Chief Financial Officer will participate in developing Ridley's overall vision and strategy, and oversee implementation in finance, business support operations and policy development. We expect the CFO to assist in driving efficiency and effectiveness in our operations, as well as contribute strongly to formulating and achieving necessary change in our challenging and dynamic industry context.

Accountability

Reporting to the Principal

Key Working Relationships

The Executive Team, comprising the Principal, Vice-Principal and Chief Financial Officer

Key Responsibilities

1. Leadership & Management
 - As an integral member of the Executive Team, investing in a collaborative partnership to implement the strategic growth and development of the College
 - Strategy alignment and execution within portfolio responsibilities, and jointly with the Executive Team across the breadth of the College
 - Ensure the operational support functions enhance the academic side of Ridley through wise leadership and management
 - Provide leadership of all financial and risk management matters
 - Implement a schedule for the annual review of all Board governance policies
 - Work with the Principal on fundraising strategy and manage relationships with donors.
 - Provide advice to the Principal as required
 - Lead and develop direct reports/ team
2. Finance & Risk Management
 - All financial matters including policies and procedures, insurance, payroll and systems
 - Management of cash and term deposits
 - Implementation of Foundation Committee decisions
 - Maintain a financial model of operations for use in strategic planning
 - Develop the annual budget, approve expenditure and present timely and detailed financial reports to the Board
 - Oversee the annual audit and liaise with the external auditors
 - Risk management and mitigation
 - Ensure compliance with all regulatory requirements (ASIC, ACNC and taxation) including the preparation of statutory accounts
3. Facilities and IT
 - Oversee property improvement/development projects
 - Oversee information technology, property maintenance and all property and administrative services
4. Operational Support
 - As Company Secretary will attend and support the Board, Finance Risk & Audit Committee and Foundation Committee including agendas and minutes
 - Oversee personnel related matters including remuneration
 - Lead the development of the operational policy framework of the College
 - Ensure compliance with all Australian College of Theology (ACT) reporting requirements

Direct Reports & Team

- Facilities Manager (full time)
- Management Accountant (part time)
- Finance Officer (part time)
- Receptionist (full time)
- Personal Assistant (part time)

Key Attributes and Selection Criteria

1. Character & Commitments
 - Shaped by a strong Christian understanding and ethos
 - Commitment to the Board's Vision and strategic growth priorities for Ridley
2. Capabilities
 - Work under broad direction
 - Capacity to engage collaboratively and effectively with executive colleagues and direct reports to set priorities and goals, resolve problems, and make decisions to enhance the organisation
 - Capacity to drive strategy alignment and execution
 - Manage organisational pressures and complexity with resilience, wisdom and decisive action
 - Competent with financial management
 - Good commercial acumen
 - Clear, analytical thinker with the ability to sustain a focus on the larger picture whilst attentive to details
 - Model initiative, innovation and strategic intent in working towards outcomes
 - Clarity and accuracy in report production and presentation
 - Effective communication and interpersonal abilities in relating to internal and external stakeholders
 - Equip, support and empower an engaged team to deliver the objectives of an organisation
 - Deliver positive outcomes in leading change
 - Lead policy development processes
 - Courage to take on new responsibilities that require a genuine stretch in capability
3. Knowledge and Experience
 - Track record in a management or leadership role: managing people, developing systems, influencing culture
 - Financial and risk management
 - Project management
 - Human resource management
4. Qualifications
 - Hold a Bachelor degree or above in an appropriate discipline such as Business, Commerce, Accounting or equivalent, and preferably CA or CPA membership