



# GOLDFIELDS LAND AND SEA COUNCIL

Aboriginal Corporation (Representative Body)

ABN 54 489 243 524 ICN 364

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## POSITION DESCRIPTION

POSITION:	Chief Financial Officer
LOCATION:	Perth / Kalgoorlie Offices
REPORTS TO:	Chief Executive Officer
PAY SCALE:	Equivalent to Level 8 of the Public Service & Government Officers General Agreement (remuneration only)
AWARD:	Aboriginal Communities and Organisations Interim (WA) Award 2011

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### Summary

*This role is responsible for all financial and fiscal management aspects of the GLSC operations. This position provides leadership and co-ordination of budgeting and funding controls, financial and accounting policies, and financial policy advice to the Chief Executive Officer and Board of Directors.*

*The Chief Financial Officer assists directly with strategic and financial management through budget management, cost analysis, forecasting and securing of funding.*

### Key Accountabilities

1. Manage all the financial controls and reporting for the organisation;
2. Ensure compliance for funding and legal requirements;
3. Provide sound financial policy advice to the Board of Directors;
4. Assist the Chief Executive Officer with financial and strategic management of the organisation;
5. Corporate Secretary and attendant governance responsibilities; and
6. Supervise and manage department staff.

### Primary Responsibilities

1. Create, co-ordinate and evaluate the financial movements and reporting of the organisation, inclusive of budgeting, tax planning and the organisations' asset purchasing and register maintenance;
2. Develop and maintain financial management processes and protocols in alignment with GLSC requirements;
3. Ensure compliance for all budgeting, expenditure and funding practices and reporting in alignment with GLSC requirements;
4. Ensure compliance for financial auditing requirements through development and implementation of financial management controls;

5. Ensure compliance of financial information systems, policies and procedures with local, state and federal reporting requirements for the organisation;
6. Oversee the approval and processing of revenue and expenditure in alignment with the “Delegations of Authority” set by the Board of Directors;
7. Ensure the organisation at all times complies with the requirements and reporting obligations established by funding organisations; (i.e PMC)
8. Provide timely financial reporting to the Chief Executive Officer with monthly explanatory notes on controls and funds management, inclusive of bank balances, budgets, expenditure, revenue/funding injections, balance sheets, cash movements and other reports as required;
9. Interact with department managers to provide consultative support and budgeting initiatives set by the organisation;
10. Work with the Administration Manager to ensure operational insurances and licenses are adequately maintained across the organisation;
11. Pinpoint and report on organisational financial weaknesses and growth potential;
12. Provide financial policy advice to the Chief Executive Officer and Board of Directors;
13. Oversee the department and manage staff assigned to the Chief Financial Officer as stipulated in the organisation’s structure chart;
14. Establish short and long term goals for the financial department;
15. Assist department managers to control assigned revenue, budget and expenditure movement;
16. Act as the spokesman for the organisation for financial matters;
17. Work with the Chief Executive Officer on the strategic vision of the GLSC and assist in the negotiation of contracts relating to financial matters;
18. Oversee and co-ordinate the payroll activities for staff and contractors;
19. Perform other related duties as assigned by the CEO;
20. Reasonable overtime is expected of this position; and
21. Assist in the co-ordination of performance reviews for department staff.

### Essential Skills

- Masters or equivalent in Finance and/or Accounting;
- Be qualified CPA or CA
- 10 years working in finance;
- 3 to 5 years experience in financial management position;
- Understanding, experience and knowledge of financial governing laws and regulations;
- Experience with government policy;
- Understanding, experience and knowledge of auditing requirements, accounting, finance and budgeting cost control principles and automated financial reporting systems;
- Ability to analyse financial data, prepare reports and supply appropriate, sound financial advice;
- Experience in strategic planning, contracts, negotiation and change management;
- Written and verbal communication skills;
- Ability to form and develop relationships;
- Public Speaking;
- Negotiation;
- Confidence and discretion;
- Time management and prioritising;
- Commitment to continuous improvement;
- Commitment to following the GLSC policies and procedures, including OH&S; and
- Works in a team.

## Competencies

To perform the job successfully, an individual should demonstrate the following qualities and competencies:

✓ Analytical	✓ Problem Solving	✓ Relationship building	✓ Co-operation
✓ Team Spirit	✓ Leadership	✓ Change management	✓ Delegates
✓ Quality Assurance	✓ Cost consciousness	✓ Diversity	✓ Ethics and respect
✓ Strategic Thinking	✓ Judgment	✓ Motivation	✓ Professionalism
✓ Dependability and punctuality	✓ Innovation	✓ Initiative	✓ Safety Consciousness
✓ Effective Stress Management	✓ Time Management	✓ Resilience and Wellbeing	✓ Cultural Awareness

## Conditions

GLSC employees are to be physically fit and healthy to enable them to complete the inherent requirements of this position. While performing some duties for this role, the employee is regularly required to stand and/or sit for extended periods of time.

The employee is also required to travel for this role and may be expected to work away from base for extended periods of time. Travel arrangements are made in accord with the GLSC policies.

## Appraisal

The employee understands that as part of this position and their commitment to continuous improvement, that they participate in performance and development reviews:

- Prior to completion of three (3) month qualifying period;
- Annually thereafter; and
- At the discretion of the CEO.