



Central Australian Aboriginal Congress Aboriginal Corporation is seeking a dynamic person to be part of the leadership of our service. This position will make a genuine contribution to improving the health and wellbeing of Aboriginal people in Central Australia.

GENERAL MANAGER FINANCE (PN200)

This is an ongoing contract (37.5 hours p/w)
Core Salary (base and allowances): \$142,000 p.a
Salary packaging options also available

Working closely with the CEO, the General Manager Finance is responsible for the operations of the Finance Division including support services, ensuring all financial matters and team members are handled professionally and also to ensure effective and efficient support for the delivery of client services. The successful applicant will also be required to provide input and contribute to ideas to the CEO and Executive Management on business strategy and the streamlining and improvement of existing systems and procedures.

CLOSING DATE FOR APPLICATIONS: FRIDAY 12 JULY 2013

All applicants must address the Selection Criteria. For information on the position please contact **Donna Ah Chee, Chief Executive Officer on (08) 8951 4401.** For selection documentation and application process visit www.caac.org.au/hr or contact **HR Manager, Janette Sando on 0419 848 324,** email: hrmanager@caac.org.au. Please send applications to the HR Manager, Central Australian Aboriginal Congress PO Box 1604 Alice Springs NT 0871 or via email above.

ABORIGINAL PEOPLE ARE ENCOURAGED TO APPLY



**Central Australian
Aboriginal Congress**

ABORIGINAL CORPORATION



Central Australian Aboriginal Congress Position Description

POSITION	GENERAL MANAGER FINANCE (PN 200)
DIVISION	FINANCE
BASE LEVEL & SALARY	Level 10-3 \$123,128.74 to Level 10-6 \$137,921.83(P/A) <i>(commensurate with Qualifications and Experience)</i> <i>(Salary Packaging options also available)</i>
CONTRACT	PERMANENT
LOCATION	WEST POINT BUILDING – ALICE SPRINGS (or any other location as required)

PURPOSE OF POSITION

Key responsibility is to oversee the operations of the Finance Division including support services, ensuring all financial matters and team members are handled professionally and also to ensure effective and efficient support for the delivery of client services. The incumbent will also be required to provide input and contribute ideas to the CEO and Executive Management on business strategy and the streamlining and improvement of existing systems and procedures

REPORTS TO

Chief Executive Officer (CEO)

FUNCTIONS REPORTING TO THIS POSITION

Areas reporting to this position includes: Finance, Communication, Records Management, Information and Communications Technology, Organisational Accreditation, Assets Management and Securities and/or any other functions as nominated.

OVERVIEW of Central Australian Aboriginal Congress ("Congress") and Work Environment

Central Australian Aboriginal Congress (Congress) was formed in 1973 to support and advocate for Aboriginal people in the struggle for justice and equity. Since that time, Congress has expanded to become the largest and oldest Aboriginal Community controlled Health Service in the Northern Territory.

Congress now provides a comprehensive primary health care service to the Aboriginal Community of Alice Springs and to outstations within a 100 kilometre radius.

Today Congress encompasses nine **(5) Divisions** in total;

1. Finance
2. Alice Springs Health Service Division
3. Regional Health Service Division
4. Human Resources
5. Public Health

And this covers **seven (7) Branches**

1. Services
2. Social & Emotional Wellbeing (SEWB)
3. Alukura
4. Children Services
5. Education & Training
6. Ingkintja Health
7. Headspace

For further information about Congress feel free to visit our website: www.caac.org.au.

KEY RESPONSIBILITIES

1. Core duties include responsibility for:

- **Sections:**
 - **Finance** - Strategic planning, all financial reporting, analysis, weekly forecasts and reviews, preparation of Annual Budgets and forecasts, monitoring KPI's, and developing business cases. Ensuring the smooth running and management of the finance team. Ensuring compliance of accounting policies and procedures, internal control, Tax (FBT) and statutory requirements. Monitor Working Capital (WIP & Debtors), compliance, manage special projects as required and manage all insurance needs.
 - **Information and Communication Technology** – Ensure resources, covering IT systems and technology is well placed and supported to meet Congress strategic and operational requirements;
 - **Records Management:** - Ensure strategic and operational needs are met in line with regulatory requirements and ensure all organisations policies and procedures are current and accessible eg: via the internet; and
 - **Assets Management & Maintenance (including Fleet Management, Asset Maintenance, Security and Cleaning):** implement sound business practices that are efficient, effective and robust, to meet Congress requirements in a cost effective and professional manner.
- **Management/Supervisory:** - Supervise, mentor and develop team members, performance reviews, maintains Division policies and procedures;
- **Organisational Accreditation & Risk management:** – ensure that corporate and operational risks are identified, managed and reported and that the organisation achieves and maintains ISO Accreditation;
- **Reporting:** – provide monthly reports to the executive, Congress board and other reports as required. This includes cash flow, profit and loss, balance sheet and key performance indicators;
- **Efficiencies:** – provide leadership for support services activities to maximise efficiencies and achieve cost savings whilst providing effective service; and
- **Stakeholder engagement:** – as required, provide advice to government funders and other external stakeholders and internal.

2. OPERATIONAL – Key deliverables:

- Managing Congress' areas as listed above in a responsible, transparent and compliant manner;
- Driving a positive culture that reflects the values outlined by the board, demonstrates customer service and promotes team work;
- Implementing Finance Division policies and procedures in areas of responsibility that support better practice and are in accordance with accounting and other standards;
- Managing, monitoring and ensuring compliance across Congress for all legislative requirements and contractual compliance;
- Developing and implementing an enterprise risk management framework across Congress in working relationship with the GM HR;
- Developing and implementing relevant key performance indicators for the Division; and
- Providing leadership to achieve efficient, effective and high quality services for Congress.

3. OTHER FUNCTIONS

- Contribute to Congress' strategic planning;
- Undertake any other duties at the request of the CEO which are considered relevant to the position; and
- Encourage the promotion of Aboriginal cultural and political values among all Congress staff.

4. ACCOUNTABILITIES

- The General Manager Finance is accountable to the Chief Executive Officer (CEO);
- To provide quality and professional service and maintain work ethics at all times; and
- Work within strict confidentiality all records are maintained securely.

5. STAKEHOLDER RELATIONSHIPS

- Liaise with a variety of Government and Non-Government agencies, representing Congress in a professional manner;
- Maintain and contribute to a professional focus when dealing with all internal stakeholders;
- Under the direction of the CEO liaise with other non-government and government

- organisations on health and community development issues; and
 - In consultation with Section Heads provide recommendations to the CEO for areas of improvement.
- 6. DIVISION & SOCIAL RESPONSIBILITIES**
- Maintain the privacy and dignity of clients and staff at all times;
 - Act with tact and diplomacy when dealing with information of a highly sensitive nature; and
 - Ensure to always work with an open, honest and transparent focus.

SELECTION CRITERIA

Personality to fit the team

1. Effective, natural communicator at all levels
2. Understanding and empathy with the values of an Aboriginal Community Controlled Health Organisation
3. Engaging with a firm and fair team leadership style
4. Strong numerical aptitude
5. Organised, reliable, honest
6. Highly ethical
7. Focused on a high level of attention to detail
8. Patient, caring and understanding

Essential Minimum Criteria

1. A Degree in Accounting or Finance or related area
2. Sound knowledge of systems, in particular Risk Management system, Microsoft Dynamics NAV (or similar), PowerBudget (or similar), Excel and MS Word;
3. Experience in implementing and ensuring compliance with ASO/NZ ISO standards, in particular 31000 or 4360 (risk management);
4. Minimum of 5-10 years finance experience gained within a healthcare services environment, with sound Australian accounting and taxation knowledge
5. Experience with reporting systems, migration and implementation, including process documentation
6. Experience in system implementation and benefit realisation
7. Strong people management and analytical skills; and
8. Experience in report and submission writing skills to a high standard

Desirable Criteria

1. Experience working in an Aboriginal community controlled organisation
2. Completed an Australian Institute of Company directors course or program;
3. Current NT Drivers Licence, or ability to obtain one

APPLICATION DETAILS

Applications Close: FRIDAY 12 JULY 2013

Applications marked "CONFIDENTIAL" and addressed to the **Chief Executive Officer** can be submitted via;

Central Australian Aboriginal Congress

PO Box 1604
Alice Springs
NT 0871

Chief Executive Officer

Phone: 08 8951 4401

Fax: 08 8959 4717

Email: [Donna Ah Chee@caac.org.au](mailto:Donna.Ah.Chee@caac.org.au)

Authorised By: Donna Ah Chee
CEO

JUNE 2013