



# LARRAKIA NATION

ABORIGINAL CORPORATION

ICN 3170 (special administrators appointed)

## JOB VACANCY:

# CHIEF FINANCIAL OFFICER

### ABOUT THE CORPORATION

Larrakia Nation Aboriginal Corporation (LNAC) is a large, progressive and professional Aboriginal organisation with a dual purpose. It is the representative organisation for the Larrakia people, the traditional owners of Darwin, and it is also a major service provider for Aboriginal people in the region. With a staff of around 60, three quarters of whom are Aboriginal, LNAC is one of the largest Aboriginal employers in the region.

LNAC was placed under special administration in June 2016. Special administration is a special measure under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act) to help corporations fix their internal problems. Special administrators are independent, suitably qualified people who work with corporations to restore them to good health and, once this is achieved, control is returned to the members.

LNAC has recently recruited an experienced CEO to assist with the transition from special administration and support the new Board of Directors as they guide the corporation in the future. It now seeks to recruit a suitably qualified professional to join the senior management team and provide the corporation with financial management expertise. A competitive salary package will be negotiated with the successful applicant.

Job title:	<b>Chief Financial Officer</b>
Location:	Darwin, NT
Position type:	Full time Contract
Salary & conditions:	To be negotiated
More information:	Samantha Ryder Ph: (08) 8948 3733 E: <a href="mailto:hr.officer2@larrakia.com">hr.officer2@larrakia.com</a>
Closing date:	<b>Monday, 27 February 2017</b>
How to apply:	Please email your application together with your CV and a statement addressing all selection criteria to <b><a href="mailto:hr.officer2@larrakia.com">hr.officer2@larrakia.com</a></b>

# KEY RESPONSIBILITIES FOR THE CHIEF FINANCIAL OFFICER

The Chief Financial Officer:

## STAFF

- undertakes management of finance and administration staff, including ongoing supervision, career path development, training and regular performance appraisal.
- prepares information as required on all areas of responsibility and participates in working groups that contribute to the efficient operation of those areas.
- ensures all finance and administration staff understand and act in compliance with all LNAC codes of conduct, policies and procedures.
- manages workplace health, safety and environment practices within the finance and administration department.
- coordinates training in, and compliance with, all legislation, policies and procedures relating to management of private information within LNAC.

## BUSINESS SYSTEMS/INTERNAL CONTROLS

- assists the CEO to develop, implement and manage effective internal policies and procedures to ensure that the organisation meets its strategic goals and objectives while pursuing a policy of continuous quality improvement.
- plans and coordinates program administration activities, and prioritises, monitors and evaluates workflows to ensure efficient business processes and strong internal controls.
- prepares, implements and manages LNAC's information technology plans and strategies
- provides training and support to users of LNAC's financial and business management software applications.
- ensures the continuing integrity of LNAC's financial management information systems.

## COMPLIANCE, REPORTS, RETURNS AND GRANT ACQUITTALS

- is responsible for the timely production of financial reports and grant acquittals ready for audit in accordance with statutory and contractual requirements.
- coordinates production of accurate and timely performance reports to funding bodies in line with LNAC's contractual obligations.
- coordinates accurate and timely production of other reports and returns as required.
- provides advice and commentary on performance reporting within LNAC as required.
- assists the CEO to ensure that the organisation operates in compliance with Commonwealth and territory legislation and regulatory requirements including the CATSI Act.

## BUDGETING AND FINANCIAL PLANNING

- provides budget preparation training and advice within LNAC.
- coordinates preparation of the annual budget.
- prepares the long-term financial plan.
- provides assistance to program managers in the review of budgets and in analysing budget variances.
- coordinates preparation of budget reviews.

## ASSETS

- coordinates the proper management of all LNAC assets.
- is responsible for the LNAC asset management system.
- undertakes such treasury functions as required by the CEO.

## RECEIVABLES, PAYABLES AND PAYROLL

- is responsible for the management of LNAC receivables, payables and payroll systems.
- is responsible for accurate accounting for all moneys received and all disbursements made on behalf of LNAC.
- is responsible for timely collection of accounts receivable and settlement of accounts payable.
- is responsible for accurate accounting for all employee entitlements and proper disbursement of all employment related payments.

## TAXATION

- ensures taxation liabilities of LNAC are calculated correctly, returns filed and payments made within appropriate timeframes.

## OTHER

- assists the CEO in discharging the CEO's corporate governance obligations
- undertakes additional tasks as directed by the CEO within the CFO's skills and scope of the position.

# SELECTION CRITERIA FOR THE CHIEF FINANCIAL OFFICER

Applicants should possess the following:

<b>SC1</b>	a professional accountancy qualification of either CPA or CA and a minimum of five years' experience in finance related fields.
<b>SC2</b>	degree, graduate degree or proven high-level experience in the disciplines of business, management or relevant related field.
<b>SC3</b>	demonstrated sound knowledge of accounting standards and procedures.
<b>SC4</b>	demonstrated experience in the development, implementation and review of strategic and operational organisational objectives.
<b>SC5</b>	demonstrated experience in managing performance-based government contracts.
<b>SC6</b>	demonstrated high-level written and verbal communication and interpersonal skills with the ability to liaise effectively with people at all levels.
<b>SC7</b>	demonstrated high-level organisational, analytical and problem solving skills.
<b>SC8</b>	demonstrated experience in writing successful business tenders and the implementation, coordination and management of successful commercial activities.
<b>SC9</b>	high-level organisational and time management skills with the demonstrated ability to meet strict non-negotiable deadlines.
<b>SC10</b>	demonstrated high-level skills and knowledge of computer-based office systems, including word processing, spreadsheets, database software and complex financial systems.
<b>SC11</b>	Northern Territory driver's licence.

It would be considered an advantage if applicants also possess:

<b>1</b>	a minimum of five years' experience working with Indigenous Australians in community development and/or vocational training and/or employment services.
<b>2</b>	demonstrated experience in conflict resolution and complaints handling with the ability to maintain a strong client focus in a politically sensitive environment.
<b>3</b>	demonstrated HR experience including experience with recruitment, performance management, employee professional development, industrial relations and OH&S.

Note: Applicants are required to provide at least **two** current verifiable referees and will be required to undertake a 'criminal history check'.