



Bendigo Heritage

ATTRACTIONS

Position Description

Position Title: Chief Financial Officer

Prepared by: Human Resources Manager

Date: May 2020

OUR ORGANISATION

Bendigo Heritage Attractions (BHA) is responsible for managing, maintaining and promoting three of Bendigo's most significant heritage assets, including Central Deborah Gold Mine, Bendigo Tramways and the Bendigo Joss House Temple.

The Board, management, employees and volunteers at BHA are passionate about preserving and sharing the fascinating stories of each of these authentic attractions with the many thousands of visitors – from all over Australia and the world – who visit Bendigo each year.

The nature of our business also requires that we maintain numerous rare skills within the areas of heritage vehicle restoration and heritage mine maintenance. As a result, BHA is well known as specialists in these fields.

Bendigo Heritage Attractions is the trading name for The Bendigo Trust, a not-for-profit organisation formed in 1970.

OUR VISION

To be the most inspiring heritage story in Australia.

OUR MISSION

We will preserve, showcase and operate living heritage assets which enrich Bendigo's cultural soul.

OUR ATTRIBUTES AND PRINCIPLES

Friendly **3** Resilient
PASSIONATE **EL** PROFESSIONAL
ADAPTABLE **ENTHUSIASTIC** RESPECT
Informative **INSPIRING** DEDICATED
Diverse **Skilled** ENGAGING
INTEGRITY **COOPERATIVE**

POSITION SUMMARY

Reporting to the CEO, the CFO role is responsible for setting the financial policy and direction to support the organisation's overall strategy. This includes financial administration, business planning, budgeting and working closely with the Executive Team to ensure the ongoing financial sustainability of the organisation.

RESPONSIBILITY PROFILE

Leadership

- Contribute to decisions of the Executive Team as appropriate;
- Contribute to the ongoing development and implementation of organisational strategy;
- Provide strategic advice to CEO and Board for ongoing business planning;
- Management of Finance, including setting performance and development agreements with direct reports and maintaining an atmosphere in which staff strive to reach their maximum potential;
- Mentoring of team members to support their development;
- Ensure the risks associated with the activities of the team are identified and managed effectively.

Financial Management – Reporting and Control

- Develop, implement and monitor internal controls to protect BHA's operations and ensure correct accounts are produced.
- Manage all accounting and financial requirements, including commitment to continuous improvement of all processes;
- Oversee the functions performed in payroll, accounts receivable, accounts payable, banking, month end and reporting;
- Monitor cash flow for the organisation;
- Oversee debt collection;
- Review and sign off on monthly reconciliations;
- Check and approve all banking transactions;
- Manage the annual financial audit;
- Oversee preparation of the year-end financial statements in accordance with accounting standards and statutory requirements.

Financial Management – Management Accounting

- Develop and manage the reporting framework for BHA;
- Actively manage the allocation of income and expenditure to cost centres and general ledger accounts;
- Review and analyse project accounts and provide advice to project leaders and managers;
- Oversee the preparation of the annual budget and reforecasts, perform in-depth financial analysis of actual to budget variances and continually address any financial issues;
- Prepare clear and timely finance reports for the Board and Finance & Risk Committee, Executive Team, and other stakeholders as required;
- Check the financial costing for submissions and tenders and preparation of acquittals for grants;
- Provision of financial advice to the, CEO, Executive Team, Board and other staff as requested;
- Develop a capacity building framework to ensure continuous up skill of managers and project coordinators in relation to financial management and budgets across the organisation.

Financial Management – Tax

- Approve the IAS, BAS and submit for lodgement;
- Ensure appropriate systems are set up and managed to ensure year end compliance.

Financial Management – Governance and Compliance

- Ensure compliance with relevant legislation and statutory requirements;
- Ensure that BHA complies with the requirements of the Corporations Act, ACNC Act and taxation legislation as they relate to finance;
- Actively manage the commercial negotiation and review the financial terms of all contracts, MOUs and agreements.

ORGANISATIONAL PROFILE

This position reports to: Chief Executive Officer

Direct Reports to this position: Finance Officers

CORE COMPETENCIESDecision Making

- Uses sound judgment to make good decisions based on information gathered and analysed.
- Considers all pertinent facts and alternatives before deciding on the most appropriate action.
- Commits to decisions.

Teamwork

- Interacts with people effectively. Able and willing to share and receive information.
- Co-operates within the group and across groups.
- Supports group decisions and puts group goals ahead of own goals

Work Standards

- Sets and maintains high performance standards.
- Pays close attention to detail, accuracy and completeness.
- Shows concern for all aspects of the job and follows up on work outputs

Motivation

- Displays energy and enthusiasm in approaching the job.
- Commits to putting in additional effort.
- Maintains high level of productivity and self-direction.

Reliability

- Takes personal responsibility for job performance.
- Completes work in a timely and consistent manner.
- Sticks to commitments.

Problem Solving

- Analyses problems by gathering and organising all relevant information.
- Identifies cause and effect relationships.
- Comes up with appropriate solutions.

Adaptability

- Adapts to changing work environments, work priorities and organisational needs.
- Able to effectively deal with change and diverse people.

Planning and Organizing

- Plans and organises tasks and work responsibilities to achieve objectives.
- Sets priorities.
- Schedules activities.
- Allocates and uses resources efficiently and effectively.

Communication

- Expresses ideas effectively.
- Organises and delivers information appropriately.
- Listens actively.

Integrity

- Shares complete and accurate information.
- Maintains confidentiality and meets own commitments.
- Adheres to organisational policies and procedures.

KEY SELECTION CRITERIAEducation

- Professional CPA/CA qualified accountant with extensive experience in a senior finance management role.

Skills and Experience

- Extensive senior finance management;
- Demonstrated experience across the core areas of responsibility;
- At least five years management accountant experience;
- Track record in preparation of budgets and year-end financial statements;
- Experience working with and leading teams to achieve objectives;
- Proficient with Excel and accounting packages;
- Ability to show initiative and meet reporting timeframes;
- Excellent communication skills to effectively liaise with external and internal stakeholders at all levels.
- Demonstrated experience in Board and/or executive reporting.

PRE-EXISTING MEDICAL CONDITIONS

The nature of the work involved in this position has been outlined in this Position Description (and will be at the interview). Prospective employees for this position are requested to disclose any pre-existing injury or disease of which they are aware which they could reasonably be expected to foresee could be affected by the nature of the work involved.

If a worker fails to disclose, or makes a false or misleading disclosure, any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with the employer does not entitle the worker to compensation under the Act. (Accident Compensation Act 1985 - Part IV, S.82, subsections (7) and (8).)

OCCUPATIONAL HEALTH, SAFETY AND WELFARE REQUIREMENTS

Employees are responsible and accountable for:

- Complying with workplace procedures for risk identification, risk assessment and control.
- Participation in activities associated with the management of the workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.
- Coming to work in a fit condition.

Bendigo Heritage Attractions has a policy of no smoking in the workplace in line with current health and safety practice.

Bendigo Heritage Attractions is committed to a zero tolerance of alcohol and illicit drugs in the working environment, and will take all practicable steps to endeavour that all persons reporting for, or on duty have a zero blood level for alcohol and illicit drugs and are not impaired by other drugs.

PAY AND CONDITIONS

This is a salaried contract position

HOURS OF WORK

Bendigo Heritage Attractions sites are open seven days per week, every day of the year except Christmas Day. This position is full time and duties are carried out on weekdays. Out of hours work to meet the requirements of the business will be required at times.

POSITION DESCRIPTION DISCLAIMER

Responsibilities stated herein reflect the primary functions of this job and should not be considered as an exhaustive list of duties.

HOW TO APPLY FOR THIS POSITION

Applications that include covering letter, resume and statement addressing the Selection Criteria should be sent by post, hand delivery or email to:

Faye Gair
HR Manager
Bendigo Heritage Attractions
76 Violet Street
Bendigo Vic 3550

E: faye.gair@bendigoheritage.com.au

Applications must be received by 9am on Monday 1 June, 2020.

TO ENQUIRE ABOUT THIS POSITION

Contact James Reade (CEO)

T: 4444 2812

M: 0409 416 278

E: james.ream@bendigoheritage.com.au