

Region / Department:	Finance & Administration
Role:	Chief Financial Officer
Classification:	Full time
Reports To:	Chief Executive Officer
Present Incumbent:	
Prepared By:	Chief Executive Officer
Date approved / updated:	5 th December 2010
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Our Values

Everything we do is underpinned by our core values:

Flexible **Supportive** **Approachable** **Friendly**

Our values are embedded in our organisation and form the basis of our business planning, recruitment processes; training and leadership development.

We provide 'Trusted Community Banking' to our members by living our values to achieve our goals. We ensure our staff treat people as individuals and promote and encourage local decision making and community involvement across our network of branches and agencies.

Our employees proudly provide quality service to our members in a flexible, honest, fair and caring manner, demonstrating our commitment to our members.

Position Statement

The Chief Financial Officer (CFO), as head of Finance & Administration, is a key member of the Executive Management Team and reports directly to the Chief Executive Officer (CEO).

Finance & Administration is responsible for all financial, management, regulatory and tax accounting, and support of own and third party products and services to branches and members, and managing the balance sheet.

The role of the CFO is to provide leadership and direction for the departments under the responsibility of Finance & Administration.

Key Responsibility Areas

- (i) As a member of the Executive Management team, assist with the development and implementation of the Strategic Plan and its objectives;
- (ii) Assist with the development and implementation of Board Policies, Management Policies and Organisational Frameworks and adherence to the same;
- (iii) Set the direction of Finance & Administration, developing an approved Business Plan that is reviewed at least on an annual basis;
- (iv) Ensure effective monitoring, management and reporting of the Finance & Administration functions;
- (v) Responsible for the integrity and reporting of the organisations statutory, regulatory, management and taxation obligations;

Role Selection Criteria

Competencies

Ability to:

- (i) prepare and manage the implementation of business plans;
- (ii) develop complex financial spreadsheets and reports;
- (iii) have well developed forward planning, analytical and strategic thinking skills;
- (iv) use participative management practices and develop a supportive management style, to achieve desired outcomes;
- (v) set priorities, plan workload, meet deadlines and achieve the objectives of the department;
- (vi) communicate effectively, both written and verbally and have strong listening and negotiating skills;
- (vii) to develop and maintain effective networks with industry colleagues and to display confidence when dealing with others;
- (viii) demonstrate leadership across the organisation and within the Executive team through commitment to the organisations values and culture;
- (ix) Develop and document effective reports, policies and procedures.

Knowledge Areas:

- (x) Strong working knowledge of the credit union and broader finance sectors;
- (xi) Strong working knowledge of the prudential standards and reporting framework;
- (xii) Strong working knowledge of Accounting Standards;

Qualifications and Experience

- Essential:
1. Relevant undergraduate or postgraduate qualifications in accounting;
 2. Previous experience in a financial institution;
 3. Proven leadership skills and management experience;
 4. Well developed analytical and reporting skills;

- Desirable:
1. CA or CPA qualified
 2. Demonstrated project management skills.

Acceptance of Responsibilities

I have read the requirements and responsibilities outlined in this position description, Credit Union’s Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document:

I accept my performance will be measured through the agreed objectives set with my manager each year and reviewed on a minimum six (6) monthly basis in accordance with the organisations’ performance management policies and guidelines and processes.

Name: _____

Signed _____

Date: _____

Chief Executive Officer

Name: _____

Signed: _____

Date: _____

Chief Financial Officer