

**Queensland Advocacy for**

**Inclusion**

Advocacy for people with disability.

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| **Position Title** | Chief Financial Officer |
| **Location** | Queensland Advocacy for Inclusion  Level 2, 43 Peel Street,  South Brisbane, Meanjin Qld 4101 |
| **Industrial Instrument** | Social, Community, Home Care & Disability Services Industry Award 2010 (SCHDS Award) |
| **Classification** | Level 7 |
| **Full Time/Part Time** | Part Time |
| **Position Reports to** | Chief Executive Officer |

# 1. Queensland Advocacy for Inclusion Values

The appointee to this position will have a commitment to Queensland Advocacy for Inclusion (QAI) to promote and implement the values and philosophies of the organisation when conducting activities and actions related to their position.

# 2. Organisational Context

QAI is an independent, community-based advocacy organisation for people with disability. QAI's mission is to promote, protect and defend, through advocacy, the fundamental needs, rights and lives of the most vulnerable people with disability in Queensland. The organisation does this by engaging in systemic advocacy through campaigns directed at attitudinal, law and policy change, and by supporting the development of a range of advocacy initiatives in this State.

As QAI is a social advocacy organisation, it works to uphold the principles of fundamental human rights, social justice and inclusion in community life by:

* taking positive, ethical action,
* being on the side of people with disability,
* being understanding of their position and vulnerability,
* being independent with minimised conflicts of interest,
* focussing on fundamental needs, welfare and interests,
* doing advocacy with vigour and a sense of urgency,
* remaining loyal and accountable over time.

People involved with QAI therefore believe that people with disability:

* are as valuable as any other human beings, regardless of what they can or cannot do,
* need to live well and have the same opportunities in life as other people,
* are part of the relationships and connections of ordinary life and can participate and contribute to the rich and diverse fabric of our communities,
* should not be segregated, congregated or isolated on the basis of disability.

# 3. Position Statement

The Chief Financial Officer (CFO) is pivotal to providing strategic direction for the corporate and financial governance of the organisation. This is a critical management role, requiring a high level of financial expertise, leadership and strategic thinking to position the organisation for growth and stability aligned with future direction. The CFO is responsible for the financial management, reporting, and statutory compliance for the organisation, ensuring internal and external obligations are met, timely and of a high standard. The CFO will work closely with the CEO and other senior management to develop and implement financial strategies that support QAI’s objectives.

# 4. Key Position Responsibilities and Accountabilities

The key duties include, but are not limited to:

* Together with the management team, create a cohesive and effective working executive relationship which sets a positive workplace culture and framework to meet operational and strategic outcomes for the organisation.
* Oversee and perform the day-to-day financial operations of the organisation, including budgeting, forecasting, cash flow management, financial reporting, accounts payable and accounts receivable, with the support of a part time bookkeeper.
* Provide financial advice and analysis to the CEO and treasurer for reporting to the Management Committee on all strategic and operational aspects of financial management for the organisation.
* Lead collaborative financial planning processes for the organisation to ensure effective planning cycles within the practice areas, aligned with the strategic direction of the organisation.
* Implement robust financial and corporate management systems to increase organisational efficiency, accountability, transparency and decision-making.
* Manage the relationship with the external auditor, statutory bodies, funders and banks ensuring that QAI meets all requirements for annual financial statements and reports.
* Ensure an appropriate internal control framework supported by relevant financial and risk management policies including organisational compliance to the Delegations Policy.
* Ensure all payroll responsibilities, including the timely and accurate payment of wages, and communication regarding pay conditions, arrangements and regulatory requirements are met.
* Identify current and potential financial risks to the organisation and develop appropriate programs and strategies to manage and mitigate those risks.
* Ensure compliance with relevant regulations, accounting principles, and internal policies and procedures.
* Comply with the code of conduct and ethics and confidentiality requirements of QAI and with the National Disability Service Standards.
* Demonstrate commitment to QAI’s values and beliefs and the principles and elements of social advocacy.

* Participate in staff meetings, planning workshops and other meetings in connection with the operation of client services and QAI.
* Undertake own word processing and administrative tasks.
* Carry out any additional duties within the scope of the position as directed by the CEO.

# 5. Requirements of the Position:

## Values, skills, knowledge:

* Good knowledge of people with disability, First Nations people and an understanding of the vulnerabilities experienced by people.
* Well-developed organisational and time management skills, including the ability to plan, implement and evaluate strategic pieces of work.

## Relationships:

* Ability to work independently or collaboratively as part of a team to achieve positive outcomes.
* Ability to exercise initiative and judgment within the sphere of work to plan, coordinate, implement and evaluate work in a strategic way.
* Driven by integrity, responsibility, accountability, attention to detail and pride in work.

## Essential:

* Strong commitment to human rights, social justice and diversity.
* Senior level financial management expertise, including taxation, compliance, asset management, insurance, reporting and legal issues in a complex organisation with significant income, contract management and reporting requirements.
* Superior problem-solving and analytical skills, with the ability to negotiate successful outcomes in potentially challenging circumstances.
* Proven decision-making within the constraints of policy and the provision of advice and support to all facets of an organisation.
* Highly developed interpersonal skills with the ability to liaise with a wide range of stakeholders including management, staff, clients, statutory bodies and other external organisations such as funding bodies.
* Relevant tertiary qualifications or significant accounting experience.
* Criminal history screening clearance.

***Desirable:***

* Lived experience of disability.
* Previous management experience at a Community Legal Centre and/or in the not-for-profit sector.