

Finance Lead

Position Title	Finance Lead
Reports to	CEO
Salary Range	\$100-\$110,000 pro rata plus superannuation
Location	Home office, anywhere in Australia
Capacity	0.7 FTE - 2 year fixed term contract, with possibility of extension depending on performance and funding.

BACKGROUND

ORGANISATION PURPOSE

[Collaboration for Impact](#) exists to create a more equitable and inclusive Australia where people, place and planet thrive. Our purpose is to build a powerful movement of people able to change systems and drive large-scale impact.

We believe in a society that is able to solve complex challenges, seize opportunities and thrive, with communities at the centre of the decisions that affect them. We believe in a society that acknowledges and values the resilience, knowledge, wisdom and teachings of the oldest living culture on the planet. We are helping create this future by:

- Increasing the capacity of changemakers everywhere to think and act systemically
- Building the collaborative capacity required to address Australia's unreconciled history of colonisation

HISTORY

Kerry Graham and Liz Skelton founded CFI in 2015 to provide direct capacity building support to collaborations t. CFI is now an established network of leading practitioners in collaboration and systems change who provide capacity building to over 40 initiatives nationwide. CFI has experienced extraordinary growth over the past few years, transitioning from a core team of two Directors and General Manager to a team of 12 staff and a network of 25 practitioners. CFI is now a leading intermediary in the field of systems change. We have established strong national and international partnerships, and have developed and curated world class learning platforms on collaboration and systems change in [Platform C](#) and [Deep Collaboration](#). These platforms are in their first iteration and are gearing up to provide ongoing learning, knowledge sharing and practice development across Australia.

FUTURE

Supported by philanthropic investment in its core funding and a strong pipeline of key clients nationally, CFI has a 3 year strategy (2020 - 2023) to:

- scale CFI's impact through growth and movement making
- develop the foundations for greater impact in 2020/2021
- transition to a sustainable business model by 2023

This strategy and investment will enable more people and collaborations across Australia to apply systems change thinking and approaches to entrenched complex challenges faced by people, places and the planet.

ROLE PURPOSE

To design and deliver financial and commercial strategy, business model, policy, system and capability development, procurement and compliance ensuring CFI becomes a self sustaining networked organisation able to build a powerful movement of people able to change systems and drive large-scale impact.

This role will contribute to achieving the following transitions as CFI scales:

Transition from...	to...
from reliance on a small number of philanthropic and government funding sources	to a sustainable organisation with diverse sources of income
agile and adhoc processes and systems take up	more formalised and streamlined processes and systems with adequate implementation support.
from a stretched Core Team	to a well-resourced Core Team with adequate implementation support.

RESPONSIBILITIES

Key responsibilities of the role are set out below under:

- **Routines** – daily, monthly, quarterly and annual responsibilities and
- **Strategy 2020-2023 Deliverables** – the role is responsible for delivering one strategic project and contributing to four strategic projects.

These responsibilities describe the general nature and level of work being performed by this role. They are not an exhaustive list.

ROUTINES

Governance	<ul style="list-style-type: none"> ➤ Advise and support the CEO and the Board to shape the commercial strategy and business model, recommend pricing principles and guidance, financial policies and processes, and procurement policy to ensure financial self sustainability. ➤ Provide regular management reporting and analysis, identify emerging issues and mitigations.
Financial sustainability	<ul style="list-style-type: none"> ➤ Forecast budgets, develop and monitor financial KPIs, and guide service, product and membership pricing to ensure financial self-sufficiency. ➤ Lead the preparation and implementation of the business model and

pricing models, scoping financial sustainability, forecasting, and options.

- Manage the month end financial accounting cycle including approving compiled data for bookkeeper processing of sales invoices, invoice payments, payroll, banking and review results for final approval.
 - Manage the bookkeeper service scope and performance. Bookkeeper scope currently includes all processing in Xero and preparation of compliance reporting and payments for approval.
 - Consult with Board, CEO and leads to understand what financial data will enable them to make robust business decisions about pricing services and project financial viability, to support and inform contract negotiations and the ongoing monitoring and managing of profit margins.
 - Design and maintain a suite of standard monthly, quarterly and annual reports to meet the needs of Board, CEO, leads and clients and funders, and annual reporting standards.
 - Prepare, analyse and advise on monthly financial reporting for the Board, CEO and leads.
 - Work with ChangeFest Partners to prepare and manage ChangeFest budget, revenues and reporting.
- People**
- Assess and build the financial and commercial capacity of practice and program leads and supporting officers, and oversight the capacity of supporting officers to cover financial transactions for each other during periods of leave.
 - Answer questions about employment conditions, ensure compliance with awards, record and manage entitlements and prepare the monthly payroll.
- Systems**
- Review financial systems and processes and recommend changes to streamline, automate and digitise financial transactions across the organisation, the broader Network, clients, suppliers and funders.
 - Implement approved changes managing scope, budget, risk, data integrity, communication and change to ensure a smooth transition.
 - Contribute to the design and improvement of pipeline and project management systems, online registrations and payments.
- Policy and Processes**
- Develop and maintain financial, commercial, procurement and payroll policy and processes. Ensure financial related policies and processes are known, understood and implemented.
 - Lead the development of the chart of accounts and contribute to the design of Harvest time capture as the organisation scales.
- Compliance**
- Complete external compliance obligations including ACNC financial reporting for 2 entities, DGR reporting, BAS, FBT returns, and PAYG, Payroll tax, and superannuation payments.
 - Conduct procurement of insurances for CFI, staff, board and Network to ensure adequate coverage to meet the Board's risk appetite within budget.
 - Lead external and internal audit processes and timelines for 2 entities.
- Culture**
- Be an active member of core team and broader network life and culture. Participate in the rhythms and rituals that hold the Core Team and Network in place and connected whilst working remotely

Role model the principles of the networked organisation. Lead in reflection, evaluation and learning as a foundation of innovation, collaboration, capacity building and impact.

STRATEGY DELIVERABLES

	Responsible for ...	Contribute to....
Strategic Pillar 2: Systems Change Movement Building	Objective 5: Development of a strategic movement building approach to educate and advocate for systemic change.	
	N/A	Project 5.2: ChangeFest Establishing ChangeFest as a vehicle for movement building for community lead systemic change Project 1.3: Developing, testing and strengthening CFI's convening offering as an honest broker for catalytic systems change, that meet revenue targets
Strategic Pillar 3: CFI has thriving and liveable infrastructure, skills and capacity for scaling as a network of impact to shift conditions that hold complex problems in place	Objective 6: CFI has a thriving culture and sustainable infrastructure able to scale our impact.	
	Project 6.2: Business Model - Developing and implementing a fit for purpose and sustainable business model.	N/A
	N/A	Project 6.4: Operations - Strengthening CFI operational systems to ensure they support the impact and sustainability of CFI.

RELATIONSHIPS

The table below sets out key relationships and the focus of the relationship:

- | | |
|----------------------|--|
| CEO and Board | <ul style="list-style-type: none"> ➤ Work with the CEO and board to propose and implement a sustainable business model with robust commercial strategy and pricing policies to achieve Strategy 2020-23 and prepare the organisation for the future, and for unexpected shocks. ➤ Present regular financial reports and analysis identifying emerging opportunities, risks and issues with mitigations. ➤ With operations lead ensure CFI complies with all legislative |
|----------------------|--|

- Operations Lead**

 - requirements for employees, payroll and accounts.
 - Support the CEO as the public face of CFI on financial matters.
 - Seek boundaries and advice, recommend priorities to achieve strategy within limited resources, report progress and raise improvements and emerging issues.
- Practice Development, Practice and program leads**

 - Work with practice and program leads to forecast and manage resources and budgets to achieve financial sustainability, and to improve the efficiency of financial and commercial systems underpinning service delivery.
- Coordinating roles**

 - Work with coordinating roles to ensure everyone is knowledgeable of and compliant with CFI financial standards and processes, and capable of covering financial transactions for each other during periods of leave.
- ACNC, ASIC, ATO, Revenue NSW, Fair Work Australia**

 - Maintain current knowledge of CFI financial and reporting obligations, and ensure financial policies and processes reflect regulations, and CFI meets reporting obligations.
- Auditors**

 - Ensure appropriate access and cooperation with auditors to meet audit timetable and implement any recommendations.
- Network and Core Team**

 - Collaborate with, support, be supported by and work with mutual accountability for the health, safety and success of the Core Team and broader Network.

DECISION RIGHTS

- Recommend commercial strategy, business model and pricing principles.
- Recommend financial and procurement policy.
- Recommend annual budgets and budget variations.
- Recommend proposals and program pricing within business model and pricing guidelines.
- Allocate the Finance budget and commission services within budget and ethical procurement guidelines.
- Recommend invoice and payment runs and bank transfers for Operations Lead/CEO approval
- Appoint contractors within budget.
- Recommend and source or deliver training and development to build financial and commercial capability.
- Apply awards and policy in the preparation of payroll and response to inquiries.
- Recommend system and approve related financial process changes
- Recommend financial, commercial and payroll policy and approve financial processes.
- Recommend weekly, monthly and annual financial reports.
- Recommend insurance renewals and changes.

EDUCATION, QUALIFICATIONS AND CAPABILITIES

QUALIFICATIONS

- CPA, CA or CIMA qualifications and/or demonstrated experience leading commercial strategy and financial operations that can translate to a fast paced and scaling social impact or start up organisation.

EXPERIENCE AND CAPABILITIES

- Mastery across financial domains including business modelling, service pricing, system and process improvement, financial reporting and compliance obligations with business acumen.
- Highly advanced numeracy and analytical skills with and attention to detail and accuracy.
- Demonstrated experience engaging diverse stakeholders across an organisation in the design and implementation of commercial strategy to ensure financial sustainability. Experience in social impact organisations is highly valued.
- Proven experience in establishing business requirements, scanning trends, reviewing system products and integrations, recommending solutions and leading financial system change with an eye for detail in data migration and engagement in change management. Super user capability with excel and financial software as a service.
- Demonstrated capacity to establish and maintain financial and commercial policy, performance, risk and compliance frameworks that meet regulatory obligations, and align with the values of a social impact organisation without impeding capacity for agility and innovation.
- Advanced self-awareness and communication skills along with passion for the purpose and network structure of the organisation that will flow through to positive engagement of Network Members in the continuous improvement and scaling of operations and systems to support impact.
- Ability to work efficiently and effectively remotely using a range of online software, contributing to and following policy and processes that embed CFI vision and values.
- Personal commitment to the purpose and principles of the networked organisation, a strong sense of accountability demonstrated in self and team organising and passion to role model self-reflection, evaluation and learning as a foundation of innovation, collaboration, capacity building and impact.