

Financial Accountant

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| Position Title | Financial Accountant |
| Reports to | Finance Lead |
| Salary Range | \$70,000 - \$80,000 pro rata plus superannuation |
| Location | Home office, anywhere in Australia |
| Capacity | 0.6 FTE – fixed term contract till 30 June 2023, with possibility of extension depending on performance and funding. |

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 be responsible for owning the financial accounting processes, compliance responsibilities of CFI ensuring that the finance function is operating as efficiently and effectively as possible through continuous process improvement in CFI to become 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... |
|---|---|
| 3 week month end close | 1.5 week month end close to ensure timely information for decision making |
| Heavy reliance on manual process and procedures | Automated of processes and procedures |
| Data not being readily available | Data centric organisation. |

RESPONSIBILITIES

Key responsibilities of the role are set out below under:

- **Routines** – daily, monthly, quarterly and annual responsibilities
- **Relationships** – working and organising with others to achieve purpose and vision
- **Decisions** – your role in making and supporting decisions
- **Strategy 2020-2023 Deliverables** – the role is responsible for delivering one strategic project and contributing to three strategic projects.

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

ROUTINES

- | | |
|--|--|
| <p>Governance <i>Governance</i>¹</p> | <ul style="list-style-type: none"> ➤ Advise and support the finance lead by advising on financial policies and processes, and procurement policy to ensure financial self sustainability. ➤ Assist in preparing management reporting and analysis. |
|--|--|

¹ *Italicised nouns are short titles for routines and projects used within CFI.*

**Financial
Responsibilities**

- Own the month end financial accounting cycle processing of sales invoices, invoice payments, payroll, banking and review results for final approval.
- Manage all processing in Xero and preparation of compliance reporting and payments for approval.
- Manage all AP, AR and Payroll.
- Drive process improvement in the month end cycle to reduce the number of days required to close the financial results whilst ensuring high degree of accuracy.
- Payroll – setting up new employees, monthly payroll, monitor entitlements
- Work with ChangeFest Partners to prepare and manage ChangeFest budget, revenues and reporting.
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**Systems
Operations**

- 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.

**Policy and
Processes
Operations**

- 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
Operations**

- Complete external compliance obligations including ACNC financial reporting for 2 entities, DGR reporting, BAS, FBT returns, and PAYG, Payroll tax, and superannuation payments, Work Cover reporting/monitoring
- Conduct procurement of insurances for CFI, staff, board and Network to ensure adequate coverage to meet the Board's risk appetite within budget.

**Culture
Culture**

- Be an active member of core team and broader network life and culture.
- Contribute to the rhythms and rituals that hold core team and network in place and connected in remote working.
- Role model the principles of the networked organisation and lead in reflection, evaluation and learning as a foundation of innovation, collaboration, capacity building and impact.

RELATIONSHIPS

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

- Finance Lead**
 - Work with finance lead to ensure month end and year end close is completed in a timely and accurate manner
 - Ensuring that CFI is compliant with all its governance obligations.
 - Assist in building a reliable dataset bringing together financial and non-financial information.
 - Drive process improvement, including automation of process and procedures.
 - Assist in building the annual budget & regular forecast.
- Practice and program leads**
 - Work with practice leads & program leads to ensure that they have regular reporting on revenue and expenses within their remit.
- 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.
- Core Team and Network Members**
 - Collaborate with, support, be supported by and work with mutual accountability for the health, safety and success of the Core Team and broader Network.

DECISIONS

- Recommend financial and procurement policy.
- Recommend process and system improvements.
- Recommend weekly, monthly and annual financial reports.
- Apply awards and policy in the preparation of payroll and response to inquiries.
- Recommend insurance renewals and changes.
- Recommend process changes and improvements.

EDUCATION & EXPERIENCE

- Newly qualified or working towards CPA, CA or CIMA qualifications and/or demonstrated financial operations, in particular book keeping experience that can translate to a fast paced and scaling social impact or start up organisation.

CAPABILITIES

- Highly advanced numeracy and analytical skills with and attention to detail and accuracy.
- Highly competent with Xero
- Demonstrated experience in managing payroll in an organisation with up to 20 employees.

- Proven experience in establishing business requirements, reviewing system products and integrations, recommending solutions and implementing 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.
- Demonstrated ability to drive process improvement in a fast moving organisation whilst managing conflicting priorities in the organisation.
- Advanced self-awareness, cultural 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.

STRATEGY DELIVERABLES

| | Responsible for ... | Contribute to.... |
|--|---|---|
| Strategic Pillar 1: Building capacity for Systemic Change | Objective 3: CFI is developed as a diverse leading-edge network of Australian practitioners with the competence and confidence to support systems change initiatives across Australia. | |
| | N/A | Project 1.3.2 <i>Network model, infrastructure & processes</i> Building the model, infrastructure and processes to be a diverse, leading-edge Network of Australian systems change practitioners. |

| | 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 2.5.2 <i>ChangeFest</i> Establishing ChangeFest as a vehicle for movement building for community lead systemic change |

| | Responsible for ... | Contribute to.... |
|---|---|------------------------------------|
| Strategic Pillar 3: CFI has thriving and liveable infrastructure, skills and | Objective 6: CFI has a thriving culture and sustainable infrastructure able to scale our impact. | |
| | N/A | Project 3.6.5 <i>Strengthening</i> |

capacity for scaling as a network of impact to shift conditions that hold complex problems in place

Operational Systems
Strengthening CFI operational systems to ensure they support the impact and sustainability of CFI.