

POSITION STATEMENT

Title:	Deputy Chief Finance Officer	Position no:	6009
Level:	IBA Level 7 (\$146,074 - \$171,151)	Last updated:	December 2023
Location:	Canberra, Melbourne, Sydney, Perth or Brisbane	Term:	Non-ongoing
Program:	Finance & Property		
Section:	Finance & Property		
<p>Context:</p> <p>Indigenous Business Australia, partners and invests with Aboriginal and Torres Strait Islander people who want to own their future. We go further than provide money; we invest in people, places and ideas that are ready. We help make them real. We're deeply invested in the financial success and economic independence of Indigenous Australians. It's why we exist.</p> <p>We provide a range of services for Indigenous Australians to create wealth and accumulate assets, take up investment opportunities, create business enterprises that provide additional employment opportunities, and to purchase homes. We achieve these outcomes by applying a commercial focus, and by building mutually respectful and productive partnerships with Indigenous Australians, government, non-government and private sector organisations.</p> <p>Our staff are invested, informed, responsive, respectful and connected.</p> <p>Finance is responsible for ensuring IBA's budgets and financial management are following the Commonwealth budgetary and financial framework. Finance is also responsible for financial management reporting across IBA's program delivery branches and subsidiaries.</p>			
<p>Role:</p> <p>Reporting to the CFO and managing a small team you will have oversight of all accounting operations, financial reporting and statutory compliance requirements (including government regulatory policy authorities) for IBA. Primarily you will lead the finance team to ensure that it effectively supports the day-to-day operations. You will work closely with the CFO, acting as a 'decision support partner' for a broad range of issues across finance, budgeting and forecasting, management reporting, treasury and taxation compliance. You will be expected to actively partner with the program areas, using your financial subject matter expertise and your commercial acumen to add value to decision making and use your leadership and influencing skills to continuously improve financial processes, internal controls and business management systems.</p>			
<p>Duties:</p> <ul style="list-style-type: none">• Manage the day-to-day operations and administration of IBA's financial and associated systems to ensure the integrity and accuracy of all accounting data, and smooth running of the system and related interfaces.• Accurate and timely preparation of monthly financial reporting process with clear insights into performance, risks and opportunities.• Prepare Annual Audited Statutory Financial Statements for IBA, Subsidiaries, relevant Associated entities and for the Consolidated IBA Entity.• Assist CFO in meeting all finance related governance/compliance burdens and obligations to ATO, DoFA, ASIC and ANAO.			

- Prepare and present financial information to Board and committees.
- Collaborate closely with stakeholders outside of finance to provide strategic insights and support decision-making.
- Participate in the improvement, development and implementation of finance policies and procedures and practices.
- Leadership and development of a small finance team.
- Other duties as required.

Required capabilities

These are essential unless otherwise indicated.

Knowledge and experience

- Professional accounting knowledge and experience of both government and private sector, including:
 - Statutory financial reporting for trusts, companies and public sector entities, including preparation of consolidated accounts.
 - Australian Accounting Standards, including AEIFRS, and relating to both public and private sectors.
 - Australian Federal Government budgeting and reporting framework, whole of government context.
- Internal management budgeting and accounting knowledge.

Skills and attributes

- Demonstrated ability to manage and supervise staff and work co-operatively within a small team. Experience as a Finance manager or deputy would be highly regarded.
- Demonstrated high level analytical and reporting skills.
- Demonstrated strategic thinking and planning capabilities.
- Demonstrated ability to communicate effectively, both orally and in writing:
 - with all levels of the organisation, ranging from briefs to the General Manager to general communiqués to all or a section of IBA staff;
 - with Indigenous communities, individuals and organisations.
- Well-developed influencing skills, including ability to negotiate both sensitively and persuasively with a wide range of clients.
- Highly computer literate, highly developed Excel spread-sheeting skills, with Technology One experience highly desirable.

Prerequisite requirements

- An Australian recognised business/commerce degree, majoring in Accountancy. Postgraduate study or qualifications (i.e. CPA/CA) will be highly regarded

Reference documentation: www.iba.gov.au

- About Us – Our Values
- About Us – Working at IBA
- About Us – News and Publications – Annual Reports

Further enquiries: email: Finance@iba.gov.au

Applications: email to ibarecruitment@iba.gov.au or

mail to: IBA Recruitment, PO Box 650, Fyshwick ACT 2609

- Application Coversheet
- Resume

Please note that applications not accompanied by the Application Coversheet available from our website or sent directly to the enquiry officer will not be accepted.

Closing date: 31 January 2024