

# JOB DESCRIPTION

## TELETHON KIDS INSTITUTE



New Position  Replacement Position  Position re-designed  Position not previously described

### POSITION DETAILS:

**Position Title:**

**FINANCIAL CONTROLLER, CORPORATE SERVICES**

**Position reports to:** (role)

Chief Operating Officer / Chief Financial Officer

**Location:** *include all possible locations*

Telethon Kids Institute at Perth Children’s Hospital, 15 Hospital Avenue, Nedlands

### POSITION PURPOSE:

Reporting to the COO / CFO, this role will be responsible for the planning, management, development and monitoring of the Institute’s accounting and finance function to ensure optimal effectiveness, efficiency and compliance, with an ongoing focus on value adding, innovation and continuous improvement. The role will ensure that the Finance Team is highly regarded and valued as a strategic partner to the Institute and that the Finance Team’s business partnering function is high quality, reliable and timely. Supporting the COO/CFO, this role will assist in delivering high quality and timely budgeting and financial planning to achieve the Institute’s financial goals as well as ensuring the delivery of a sustainable business model that supports and enables the Institute’s vision and strategic goals. This position will provide high quality, accurate and timely reporting as well as analysis of financial data which supports and enables effective decision making. Finally, this role will ensure that all financial compliance, regulatory, legal and reporting requirements are professionally managed and fully satisfied.

### KEY RESPONSIBILITY AREAS *(Please list in order of importance)*

<b>Key Position Accountabilities</b> What are the main areas for which the position is accountable	<b>% of Total Role</b>	<b>Inputs:</b> What are the key activities or tasks to be carried out?	<b>Outputs:</b> What are the expected end results?	<b>Measures:</b> How it is measured

<b>Finance and Accounting Functions</b>	40%	<ul style="list-style-type: none"> <li>● Manage and oversee all accounting and finance systems, processes and procedures.</li> <li>● Manage and oversee all grant and non-grant financial reporting, analysis and professional advice.</li> <li>● Develop and prepare financial data analytics and financial performance reporting for the COO/CFO, ILT, IMT, Finance Committee and the Board.</li> <li>● Manage and oversee all cash flow forecasting and cash flow management.</li> <li>● Monitoring, management, control and minimisation of costs across the Institute against strategic and financial priorities.</li> <li>● Support the Finance Manager in ensuring the delivery of “business as usual” financial functions including accounts payable, accounts receivable, debtors management, purchasing, expense management (credit cards and cash payments), banking, BAS and FBT.</li> <li>● Oversee the management and coordination of fiscal reporting activities for the Institute and ensure that all compliance, regulatory, legal, audit and governance requirements are fully satisfied.</li> <li>● Support the preparation of high quality and compliant budgets and financial acquittals relating to research funding applications.</li> <li>● Develop, maintain, review and advise the COO/CFO, ILT and IMT on finance and accounting policies and procedures.</li> <li>● Manage, control and mitigate financial risks.</li> <li>● Drive innovation and continuous improvement of all finance and accounting systems, processes, procedures, budgeting, reporting, data management and analysis.</li> </ul>	<ul style="list-style-type: none"> <li>● Accounting and finance systems, processes and procedures are effective, efficient, compliant and continuously improved in line with current and emerging user requirements.</li> <li>● Financial reporting and analysis is high quality, timely, accurate, compliant and continuously improved in line with user current and emerging requirements.</li> <li>● Cash flow forecasting and management is high quality, timely and accurate.</li> <li>● Adequate cash position for working purposes is maintained with excess invested in the Institute’s Endowment Fund in accordance with the Investment Policy Statement.</li> <li>● “Business as usual” finance functions are high quality, efficient, compliant customer focused and optimise the application of modern technology.</li> <li>● Institute costs are effectively monitored, managed, controlled and minimised in line with financial goals and strategic objectives.</li> <li>● All regulatory, compliance and governance requirements are fully met.</li> <li>● Audits completed in professional and satisfactory manner and are unqualified with zero - minimal misstatements and omissions.</li> <li>● Issues arising from Audits are dealt with in an effective, timely and compliant manner.</li> <li>● Budgets and financial acquittals relating to funding applications are high quality, comply with Institute policies and are prepared in a timely, accurate and efficient manner.</li> <li>● Finance and accounting policies and procedures accord with best practice.</li> <li>● Financial risks are well managed, regularly monitored and appropriately mitigated through effective internal controls and risk management strategies which safeguard the financial assets of the Institute.</li> <li>● Strong focus on continuous improvement and innovation.</li> </ul>	<ul style="list-style-type: none"> <li>● Customer service / satisfaction formal evaluation.</li> <li>● Formal and informal feedback from COO/CFO, ILT, IMT, team leaders, professional managers, other Institute staff, Finance team and external stakeholders.</li> <li>● Formal and informal feedback from Board, Finance Committee and Risk &amp; Compliance Committee.</li> <li>● Annual audit report and statements.</li> </ul>
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<b>Financial Planning, Budgeting and Analysis</b>	20%	<ul style="list-style-type: none"> <li>● Manage and oversee all grant and non-grant budgeting, reforecasting, financial planning and financial reporting.</li> <li>● Preparing and presenting long term financial plans and forecasts at the Institute, department and project / program level.</li> <li>● Develop and prepare financial data analytics and financial performance reporting at the Institute, department and project / program level for the COO/CFO, ILT, IMT, Finance Committee and the Board.</li> <li>● Working closely with COO/CFO, build and maintain a long term investment strategy in conjunction with the Finance Committee and Board.</li> <li>● Working closely with COO/CFO, develop strategies to ensure that the Institute’s business model is financially sustainable.</li> <li>● Building the financial competence of non-Finance staff (new and existing employees) through effective onboarding/induction and ongoing training, education and development.</li> </ul>	<ul style="list-style-type: none"> <li>● Financial planning and budgeting for all grant and non-grant departments, projects and programs is well planned, effective, efficient and complies with Institute policies.</li> <li>● Central Budget is well planned, analysed, monitored and managed with regular and accurate reforecasting.</li> <li>● Long term financial plans and forecasts at the Institute, department and project / program level are high quality, accurate and timely.</li> <li>● Financial data analytics and financial performance reporting is high quality, timely, accurate, contemporary and continuously improved in line with current and emerging user requirements of the Institute.</li> <li>● Long term investment strategy achieves the Institute’s investment return objectives, is well managed and complies with the Investment Policy Statement.</li> <li>● Sustainable financial business model for the Institute is established and maintained.</li> <li>● Appropriate responsiveness to evolving funding opportunities and requirements.</li> <li>● Financial competence of non-Finance staff (new and existing employees) is continuously improving.</li> </ul>	<ul style="list-style-type: none"> <li>● Performance against budgets and financial plans.</li> <li>● Accuracy of budget forecasts and reforecasts.</li> <li>● Performance against investment targets.</li> <li>● Growth in income base &amp; revenue mix against financial targets.</li> <li>● Customer service / satisfaction formal evaluation.</li> <li>● Formal and informal feedback from COO/CFO, ILT, IMT, team leaders, professional managers, other Institute staff, Finance team and external stakeholders.</li> <li>● Formal and informal feedback from Board, Finance Committee and Risk &amp; Compliance Committee.</li> </ul>
<b>Finance Business Partnering</b>	20%	<ul style="list-style-type: none"> <li>● Build and maintain professional business partnering relationships with internal and external stakeholders.</li> <li>● Act as a “strategic business partner” to the COO/CFO and senior managers through the provision of professional advice, analytics and recommendations which assist planning and decision making.</li> <li>● Build and maintain strong partnerships and relationships with key external stakeholders.</li> <li>● Assist in the identification and development of funding applications to external funders.</li> </ul>	<ul style="list-style-type: none"> <li>● Finance is regarded as a highly regarded and valued strategic partner to the Institute.</li> <li>● Financial Controller is an effective “strategic business partner” to the COO/CFO and senior managers.</li> <li>● High quality, reliable and timely business partnering is provided which adds value and support effective planning and decision making across the Institute.</li> <li>● Effective partnerships and relationships with key external stakeholders which deliver long term value to the Institute.</li> <li>● High quality, accurate and timely funding applications.</li> </ul>	<ul style="list-style-type: none"> <li>● Customer service / satisfaction formal evaluation.</li> <li>● Formal and informal feedback from COO/CFO, ILT, IMT, team leaders, professional managers, other Institute staff, Finance team and external stakeholders.</li> </ul>

<b>Build and maintain a high performing Finance Team</b>	10%	<ul style="list-style-type: none"> <li>Working with the COO/CFO, lead and manage the Finance Team to achieve strategic objectives and key performance targets in line with the Strategic Plan and subordinate Business Plans.</li> <li>Foster and promote a high performance and outcomes focused team culture.</li> <li>Provide clear communication and ensure the Finance Team are kept informed of team, department, and Institute level information.</li> <li>Ensure the Finance team has a customer relationship focus that delivers timely, reliable and value add service and advice to Institute management and staff.</li> <li>Develop the capabilities and capacity of the Finance Team.</li> <li>Develop and manage the Finance Budget.</li> </ul>	<ul style="list-style-type: none"> <li>Finance Team is high performing, effectively lead and well managed to achieve strategic objectives and key performance targets.</li> <li>Effective communication with Finance Team to ensure flow of relevant team, department and corporate information.</li> <li>Effective performance development, training and mentoring for Finance Team members.</li> <li>Morale and culture within Finance Team is healthy, positive, innovative and highly productive.</li> <li>Effective planning, monitoring and management of Finance budget.</li> </ul>	<ul style="list-style-type: none"> <li>Customer service / satisfaction formal evaluation.</li> <li>Formal and informal feedback from COO/CFO, ILT, IMT, team leaders, professional managers, other Institute staff and external stakeholders</li> <li>360 degree feedback from Finance Team members.</li> <li>% of strategic objectives and KPIs met by Finance Team.</li> <li>Performance against budget.</li> </ul>
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**ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:**

<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>Finance or business degree.</li> </ul>
<b>Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>Significant skills, knowledge and experience in accounting, financial management and financial compliance medium to large organisations within the not for profit or research sector.</li> <li>Significant skills, knowledge and experience in financial reporting, financial analysis and the provision of financial advice (including at the Board level).</li> <li>Excellent knowledge and proven understanding of accounting and finance regulatory, compliance and reporting requirements.</li> <li>Demonstrated ability to organise and control large accounting systems.</li> <li>Proven track record in acting as a strategic business partner to the COO/CFO and senior managers, identifying or developing overall goals and see the linking strategies and actions required to achieve these goals.</li> <li>Demonstrated experience in implementing and maintaining an effective finance business partnering model with key stakeholders across an organisation.</li> <li>Demonstrated ability to drive and lead business improvement, innovation and continuous improvement to deliver the best service for the resources available; and continually seek more efficient ways of operating.</li> <li>Proven leadership skills with the ability to lead, motivate and build high performing teams.</li> <li>Demonstrated ability to communicate verbally and in writing with diverse stakeholders and at all levels (including at Board level) in a manner appropriate to purpose and audience.</li> <li>Demonstrated experience of managing a varied portfolio and meeting prescribed deadlines and goals.</li> <li>Demonstrated ability to identify and resolve complex problems.</li> <li>Demonstrated passion to contribute to the vision and strategic objectives of the Telethon Kids Institute is essential.</li> </ul>

**DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:**

<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>CA / CPA certification (or equivalent) is desirable.</li> </ul>
<b>Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>Knowledge and experience with Microsoft Dynamics AX and Power BI is highly desirable.</li> <li>Experience in the not-for-profit sector and/or research sector is highly desirable.</li> </ul>

**SCOPE:**

<b>Financial accountability:</b>
<ul style="list-style-type: none"> <li>Finance budget.</li> <li>Supporting the COO/CFO in the overall management of the Institute’s Budget.</li> </ul>

<b>People responsibility:</b>			
No. of direct reports	5	No. of indirect reports	5

**ORGANISATIONAL CHART:**



