



Position Description

Position Detail	Position Title	Chief Financial Officer
	Portfolio/Department:	Strategic Services / Finance and Procurement
	Reports to:	Group General Manager Strategic Services
	Location:	Burwood East
	Classification:	Executive
	Grade / Band	PESES 2
	Date:	April 2024
	Please direct position queries to:	Dean Unkles - Managing Director, Peter William Partners M: 0433 822 718 E: dean.unkles@peterwilliampartners.com

Organisational context

With over 51,000 volunteers, we are one of the largest volunteer-based emergency service organisations in the world. Every day, we make decisions that affect the lives and property of over four million Victorians.

As a trusted authority in fire safety, community connection and volunteering, our strategic goals are as follows:

1. We put the community at the centre of everything we do
2. We deliver programs and service that make a positive difference
3. We provide a great place to volunteer and work
4. We are a progressive emergency services

The *CFA Strategy and Outcomes Framework 2020-2030* sets a strong plan for how we will approach our service delivery over the next ten years: building on our strengths and capabilities, recognising the breadth of our work which goes well beyond fire response, and reinforcing our commitment to being a sustainable and progressive volunteer emergency service that puts the community at the centre of everything we do.

Vision		Mission		
Victorian Communities are prepared for and safe from fire		To protect lives and property		
Our CFA values demonstrated by our People				
We put SAFETY first	We excel through TEAMWORK	We are dynamic and ADAPTABLE	We act with INTEGRITY	We RESPECT each other
Code of Conduct and Behavioural Standards				
<p>Demonstrate CFA values and behaviours and comply with the Code of Conduct and Behavioural Standards.</p> <p>Follow the guiding principles to:</p> <ul style="list-style-type: none"> Act with integrity at all times Be truthful, open and honest Treat everyone fairly and with respect, <p>including other CFA Members, Officers, CFA visitors and members of the public.</p>				

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Diversity and Inclusion

Act in a manner which demonstrates a commitment to CFA Diversity and Inclusion policies, procedures and regulations.

Child Safety

At CFA, we are committed to creating a child safe environment that promotes the safety and wellbeing of all children and young people with whom we have contact. CFA has a zero tolerance to all forms of child abuse and harm and will act to protect children and young people by effectively responding to allegations and complaints, including reporting matters to relevant authorities. Children within CFA are supported to express their culture and enjoy their cultural rights. CFA has a zero tolerance of racism and expects staff will act on any incidents of racism. There is an expectation that all staff have, and maintain, a commitment to child safety, equity and inclusion, and cultural safety.

Position Purpose

The Chief Financial Officer (CFO) of the Country Fire Authority is appointed by and accountable to the Chief Executive Officer (CEO) under section 43 of the *Financial Management Act 1994*. This is a critical role in CFA.

The CFO reports to the Group General Manager Strategic Services, works closely with the CEO and is a member of the Executive. The CFO is CFA's primary advisor on strategic financial matters and works with all key executives and the Board. As the Chief Procurement Officer, the CFO is also responsible for developing and implementing sound procurement and contract management practices across CFA to ensure value and compliance with government policy.

The CFO is formally responsible to the CEO for the effective management of core financial processes and for strategic financial and investment management. The incumbent is also responsible to the CEO, the Board and the Minister for certain Standing Directions of the Minister for Finance issued under the *Financial Management Act 1994*.

The CFO leads and manages a distributed Finance and Procurement Department in the delivery of integrated financial and business management services to enable CFA to achieve its objectives while ensuring a high standard of financial governance. This includes setting and overseeing appropriate arrangements for the sound management of donations from the community and the financial processes of over 1,200 CFA Brigades.

Organisational Relationships

Internal:

- CFA Board and its committees (particularly Audit and Finance Committee)
- Chief Executive Officer
- Chief Officer and Deputy Chief Officers
- Group General Manager Strategic Services
- All members of Executive
- CFA Members - CFA staff, Brigade leaders and volunteers

External:

- Government Departments (particularly Emergency Management Victoria, Department of Justice and Community Safety and the Department of Treasury and Finance)
- Victorian Auditor General's Office
- Other emergency service agencies
- Suppliers and agents
- Community supporters and donors
- General public

The CFO has a particular accountability under the Standing Directions to maintain a constructive relationship within the lead Agency (Department of Justice and Community Safety), the Victorian Auditor General's Office and other CFOs in related Ministerial portfolios.



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As a member of the executive team, the CFO will actively participate in the strategic development of the organisation, provide leadership and foster collaboration across all functions/departments, and act with the utmost professionalism, integrity and trust as guided by our values.

Key Responsible Areas	Measure of Success
<p>1. Financial Sustainability</p> <p>Provide strategic financial advice and options to support informed decision-making regarding organisational strategy.</p> <p>Advise the Executive and Board of financial implications and risks associated with current and projected service delivery and assets and future financial sustainability.</p> <p>Support the development of processes and approaches for long-term funding plans.</p> <p>Ensure investment bids to Government support core Agency objectives; lead negotiations with existing and potential funding sources to ensure optimum access to funds to deliver strategy and long-term implications are understood.</p>	<ul style="list-style-type: none"> • Future funding plans enable CFA to deliver legislative and strategic objectives • Robust five-year financial estimates approved by CEO/Board for Government • Strong and effective working relationships with key government departments, agencies and other funders • Strong and effective forward asset development and management strategy
<p>2. Financial and Budget Management</p> <p>Strengthen the CFA's core financial and budget management capability to drive a 'fit for purpose and efficient practice' Finance function, with effective and efficient business processes and a high standard of internal controls. This includes financial planning (linked to business planning), contemporary reporting, and strong compliance measures.</p> <p>Develop and lead processes to ensure CFA understands and is able to predict core cost drivers and issues.</p>	<ul style="list-style-type: none"> • A strong financial and budget management framework in place across CFA, appropriately integrated with the Planning and Performance Framework • Effective fraud prevention and control framework • Clear and regular financial reporting and analysis to the Executive and Board • Strong working relationship with key executive and Board committees including as the executive sponsor of the Board's Audit and Finance Committee • Strong working relationships with internal stakeholders to drive change in business practices and processes enabling prudent financial management • Consolidated annual budget prepared for Board and Ministerial approval



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	<ul style="list-style-type: none"> • Timely and accurate CFA Annual Financial Statement • Compliance with the Victorian public sector Financial Management Compliance Framework, corporate governance requirements and other compliance and reporting obligations, including legislation
<p>3. Technology Roadmap and Finance System Upgrade Program</p> <p>With the Chief Information Officer, develop and implement a multi-year technology roadmap for the Finance and Procurement function. Implement finance system (SAP) upgrade program to support CFA core business including significant improvements in financial and procurement processes.</p> <p>Identify and implement low-cost solutions to deliver immediate improvements to the customer experience and business process efficiency.</p>	<ul style="list-style-type: none"> • Core financial management processes are supported by sound technology • SAP Upgrade Program Business Case benefits are delivered • Improved customer experience with Finance and Procurement processes
<p>4. Strengthened financial skills and accountability</p> <p>Collaboratively with the Executive and management, improve Agency-wide financial acumen and capability, and the systematic application of financial delegations and policies.</p>	<ul style="list-style-type: none"> • Financial delegations, policies and procedures are current and systematically applied • Finance Business Partners are widely regarded as proactive, trusted and professional advisors
<p>5. Procurement and Contract Management</p> <p>As the designated Chief Procurement Officer, develop best practice and compliant internal procurement processes that drive value in supplier management.</p> <p>Strengthen contract management to ensure value and effective utilisation of public monies.</p>	<ul style="list-style-type: none"> • Contemporary procurement strategies that optimise service delivery and value • Robust contract management process • Compliance with Victorian Government Purchasing Board requirements
<p>6. Program and project acquittal</p> <p>Collaborate in the development of rigorous processes to appropriately manage and acquit program and project funding through better integration of the financial and budget management framework and the project management framework.</p>	<ul style="list-style-type: none"> • Improved maturity in investment decision-making processes to maximise return on investment • Improved financial management and reporting in programs and projects



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<p>7. Stakeholder Engagement</p> <p>Take a proactive and influencing role with State Government Departments and other key decision makers to ensure the interests of CFA are represented and that decisions are made in an informed manner.</p>	<ul style="list-style-type: none"> • Effective working relationships with EMV, DJCS, DTF and other key stakeholders
<p>8. Strategic Leadership and Delivery</p> <p>Provide strategic direction, influence and thought leadership to the CEO and Executive in the development and implementation of strategy to achieve CFA's vision, mission and goals.</p> <p>Lead and contribute to the annual performance planning process, ensuring successful delivery of organisational wide programs across CFA and all governance requirements are met for the Board.</p> <p>Review and improve organisational effectiveness by developing processes, overseeing employees, establishing a highly motivated work environment, and creating a culture of excellence and innovation.</p> <p>Foster a culture of continuous improvement and service excellence in Finance and Procurement.</p> <p>Ensure Finance and Procurement processes and work systems enable effective support of operational service delivery including surge capacity in key functions during fire seasons and major emergencies.</p> <p>Create and support the development of a skilled and effective team of finance and procurement professionals.</p> <p>Support the overall CFA cultural change program as a senior leader of the organisation.</p>	<ul style="list-style-type: none"> • CFA strategy is translated with meaning and purpose, for actionable impact across CFA • Demonstrated high standard of behaviour in line with the CFA values and leadership qualities • Improved customer experience with Finance and Procurement processes • Improved staff engagement and experience ratings from Finance and Procurement Department team members
<p>9. Health, Safety and Wellbeing Leadership</p> <p>As an individual, and a member of the Executive team, actively lead and model a safety first culture, promoting wellbeing and taking action to ensure a safe and healthy environment for all members at all times.</p>	<ul style="list-style-type: none"> • Increase in the health, safety and wellbeing of members • Improved management of risks to health, safety and wellbeing • Support cultural change and psychosocial safety within CFA
<p>10. Service Delivery Mentor Program</p> <p>Actively participate in the Service Delivery Mentor Program, working with the assigned regional service delivery Deputy Chief Officer to build a strong understanding of service delivery imperatives and foster a strong culture of 'one CFA'.</p>	<ul style="list-style-type: none"> • Regular attendance at relevant activities and events in designated region • Regular attendance at Fire Brigade dinners and events
<p><i>As the business develops, the position will continue to evolve and the incumbent will be expected to adopt a flexible approach to work requirements and to undertake new or alternative duties as required.</i></p>	



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Leadership Qualities	
<i>Drives Vision & Purpose with a strategic mindset</i>	<i>Articulates CFA's vision and purpose in a compelling way that is relatable and motivates others to take action to drive this. Actively drives and develops strategies and ideas that shows a clear connection between vision and action, considering the changing environment and challenges faced</i>
<i>Ensures Accountability & Drives Results</i>	<i>Self and others accountable to meet commitments whilst consistently achieving results, even under complex and changing circumstances</i>
<i>Collaborates</i>	<i>Builds partnerships and works collaboratively with others to meet shared objectives</i>
<i>Balances Stakeholders with a community focus</i>	<i>Builds strong stakeholder relationships internally and externally by balancing the needs of multiple stakeholders to deliver community centric services</i>
<i>Manages execution to get the best outcome</i>	<i>Directs work in an effective and efficient way by providing direction, delegation and removing obstacles to get work done.</i>

Knowledge and Experience
<ul style="list-style-type: none">• Tertiary qualifications in a relevant finance or business-related discipline are mandatory. Relevant post-graduate qualifications (for example, MBA) are desirable. CPA or ACA accreditation, with significant CFO or senior financial experience.• Demonstrated suitable experience at an executive level in the management and leadership of a significant financial services function in a complex environment and experience working with and reporting to boards and audit committees. Prior experience in a government setting is preferred.• Superior interpersonal and communication skills with proven ability to liaise, negotiate and influence colleagues and high-level stakeholders on financial matters to achieve outcomes in line with organisational objectives.• Strong commercial ability and acumen and a strong track record of achievement in financial and budget and investment management, including expertise running a complex budget process with multi-stream funding and specific programs and projects, and the development of financial and organisational strategy.• Extensive knowledge and demonstrated success navigating the complexities of resource management in a public sector environment (including financial management policy and compliance requirements), including an understanding of statutory authority arrangements and proven experience in successful implementation of enterprise resource planning systems, with experience in SAP preferred.• Demonstrated experience in reviewing and improving procurement management.• Demonstrated track record of developing, leading and delivering operational, process and strategic change programs in a dynamic operating environment.• Proven ability to lead, manage and motivate a team and build a culture of innovation and service excellence with a superior customer focus and an appreciation of the operations of volunteer-based and community services organisations.



cfa.vic.gov.au

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How to Apply

CFA 2022-23 Annual Report can be obtained online by visiting www.peterwilliampartners.com/job-applications/

Applicants are strongly encouraged to review the PD and CFA's Annual Report prior to submitting queries/applications.

Applications must include resume and one-page cover letter outlining your expression of interest and relevant expertise, attached as MS Word or PDF, to be submitted via info@peterwilliampartners.com

Queries close: 5pm AEDT Tuesday 14th May 2024

Applications close: 5pm AEDT Thursday 16th May 2024

Peter William Partners have been exclusively retained by CFA to deliver this executive search. Any unsolicited applications will be redirected to Peter William Partners and managed via the campaign. Applicants must be either an Australian Citizen, Permanent Resident or hold a valid working visa. Incomplete applications will not be acknowledged.

If you experience any difficulty in lodging your application, please contact: info@peterwilliampartners.com