



## Position Description

<b>Position Title:</b>	Head of Finance
<b>Location:</b>	Sydney Head Office
<b>Capacity:</b>	Full-time / 0.8 FTE
<b>Reports to:</b>	CEO
<b>Direct reports:</b>	

### Background

The Cure Cancer Australia Foundation (CCAF) is a not-for-profit organisation focused upon providing early career grants for young, brilliant cancer researchers. It has a rich history of success with many of its research grant recipients becoming globally recognised leaders in their fields.

CCAF's role in the cancer space is an important one. It acts as a front-line source to provide vital start up funding for innovative, ground -breaking research projects across all types of cancer. Since 1967, CCAF has raised over \$68.8 million to fund 515 ground breaking cancer research grants nationally.

Through gaining funding from CCAF, Australian researchers are granted a much needed opportunity to build on their ideas and develop a platform for their life long aspiration to find a cure for cancer.

Untold thousands of lives have been saved around the world as a consequence of the knowledge gained and the treatments developed from Cure Cancer Australia's funded research grant recipients.

### Position Purpose

The Head of Finance is responsible for the day-to-day financial operations and systems ensuring effective reporting and control of; compliance, audits, capital expenditure, investments and assets, for CCAF's operations. This role reports to and work closely with the Chief Executive Officer. The Head of Finance must be able to adapt to a continually evolving environment and thrive in a deadline-oriented workplace, always performing to the highest standard.

The Head of Finance plays a key role in supporting CCAF to achieve its mission to find a cure for all cancers by:

- Ensuring strong financial management and reporting systems are in place
- Supporting the CEO, Board and senior leadership team to make sound commercial decisions with expert financial analysis and advice
- Ensuring a rigorous approach to managing organisational risk and compliance is maintained, and
- Supporting key projects as a member of the leadership team.

# Key Accountabilities

## Financial Management

- Prepare monthly management and board reports, including forecasting, cash flow analysis and any relevant analysis and commentary
- Take responsibility for the preparation of annual budgets, forecasts and financial reports, with the support of the team, for presentation to the Board on organisational performance.
- Manage the budget approved by the Board and monitor budgets and forecasts against performance.
- Provide advice to the Board, CEO and the Leadership Team on commercial considerations including program costings and project projections
- Ensure that CCAF adheres to an appropriate system of finance policies, procedures, internal controls and relevant accounting standards, reviewing as necessary for increased efficiency and enhanced compliance
- Lead the annual budget setting and audit process
- Attend all Finance Risk and Audit Committee meetings, as well as relevant board meetings as requested by CEO

## Quality & Compliance

- Ensure that CCAF complies with its obligations under relevant legislation (for example, ATO, ACNC and ASIC) and contracts
- Maintain a robust risk management system, ensuring that the Board, CEO and Leadership Team are informed and consulted as necessary and that appropriate review and mitigation systems are in place
- Provide analytical support to CCAF's management team including development of internal management reporting capabilities

## Operational Management

- Oversee and manage the performance of relevant third-party providers, including payroll, HR advisory service and IT support, undertaking reviews as required
- Manage operational functions relating to the effective functioning of the organisation such as lease/tenancy arrangements, office equipment servicing arrangements
- Ensure that organisational policies remain regularly reviewed and remain current.

## Organisational Management

- Contribute to the effective operation of CCAF.
- Provide leadership to staff, including direction and support (both paid and volunteer).
- Work collaboratively with other members of the leadership team to foster a culture of high performance and continuous improvement across the organisation

Note: the list of responsibilities is not exhaustive and CCAF may change or request additional activities to meet the operational needs of the business.

## **Key Stakeholders**

- Board of Directors
- CEO
- Senior Executive Team
- Corporate Donors / Partners
- Researchers / Grantees
- Government Bodies and Regulators
- Auditors
- Ambassadors
- Third party contractors

## **Specialist requirements**

### **Qualifications**

- Business or accounting degree with CA / CPA qualification as a minimum

### **Experience, Knowledge and Skills**

- 5 years + post qualification experience
- Experience either as an employee or board member of a not-for-profit organisation and familiar with NFP finance, compliance and accounting regulations (current and pending)
- Experience in reporting to a senior executive or board, including the preparation of management and board financial reports and associated analysis
- Excellent knowledge of data analysis, risk management and forecasting methods
- Experience in overseeing procurement decisions and managing third-party providers relating to business operations (for example, payroll provider, HR advisory services, third party IT support providers)
- Results-oriented
- Strong analytical skills
- Sound interpersonal skills with the ability to communicate clearly and effectively in writing and verbally with board members, colleagues and external stakeholders
- Hands-on experience with accounting and financial management software (eg MYOB, Xero or similar)
- Expertise in Microsoft Excel and Office suite