

## **Position Description**

**Position Title:** Chief Financial Officer

## **Launch Housing**

Launch Housing has an ambitious agenda to end homelessness. It currently helps over 18,000 people annually with 400 staff in 14 locations and with a turnover of \$75 million, Launch Housing is of a size, yet nimble enough, to make a real impact on homelessness.

We believe homelessness is solvable but not without changing community attitudes and the stubborn persistence that some level of homelessness is inevitable and therefore tolerable.

We work in partnership with government to extract subsidies that allow us to build and deliver housing solutions for people with complex needs that the private for sale or for rent market, would not build

We know we need a healthy culture to succeed and a purpose led strategy to guide effort and collective action. We are committed to reporting the impact of our work and forming alliances for change.

To find out more, visit our website at - <https://www.launchhousing.org.au/>

## **Opportunity Overview**

We need a financial and technology leader to help us meet the moment.

Launch Housing is delivering a high-impact strategy to reduce homelessness in Melbourne with strong government financial supports for new solutions to build more social housing and to reverse the rate of street homelessness.

With unprecedented levels of economic stimulus arising from the Covid-19 pandemic Launch Housing is seeking capital funding to build more social housing and to grow its homelessness services quickly. Any rapid expansion carries risk and our highly engaged and commercial Board and CEO want a versatile, personable and engaged finance professional to help up us steer towards good growth.

Although the majority of current expenditure is salary related and tied to government contracts for homelessness service provision, we expect housing assets to increase in value as new projects get delivered necessitating close attention to capital and debt management structures and practices.

Meeting the move to more mobile work and increased cyber security threats will also require careful investment in information technology (tenancy and asset management and procurement systems) as well policies, practices and procedures as part of a general uplift in corporate capability.

The Covid-19 crisis has demonstrated that our own health is intimately connected to the health of the person next to us and that everyone needs shelter. A window of opportunity now exists to help deliver our strategy ambition for Launch Housing 'to be the change we want to see' and to become a high-impact organisation that is clear on purpose; that measures and communicates impact; cultivates a strong and vibrant culture; plans intentionally and dares to think and act outside the box.

Reporting to the CEO and as a member of the senior team this role will lift the capability of finance and technology functions, whilst leading and supporting peers to deliver good growth necessary for 'moment in time' success.

## **Direct Reports**

The role currently has five direct reports:

- Finance Manager
- Finance Analysts x 3
- Manager Information and Communications Technology

NB The Finance Team has nine staff. A Finance Manager oversees accounts processing, payroll, and procurement related staff. Three Finance Analysts report directly to the CFO. The Information and Technology Team includes a mix of third party providers, three staff and one Manager.

## Position Description

### Responsibilities and Accountabilities

1. Leads the finance function including budgeting and public and stakeholder reporting processes providing guidance and strategic oversight to the CEO and Launch Housing Board on all financial matters.
2. Develops and implements Launch Housing's financial and capital management strategy with special attention to debt and cash management practices and the performance of major contracts and the owned property portfolio.
3. Engages with senior executive peers and line managers to ensure the Finance Team is providing appropriate systems, analytical support and technical oversight to achieve transparency in resource utilisation and clarity of cost structures necessary for pricing new contracts and tender bids.
4. Engages with external stakeholders and funders to build healthy trusting relationships whilst building financial capability internally throughout the organisation – helping to mitigate risk as we achieve our purpose.
5. Provides stability and steady growth in information technology maturity necessary to meet challenges and to deliver application development opportunities.
6. Supports the Audit, Finance and Risk Committee (AFRC) of the Board in all finance and technology related risk matters including engagement with internal and external auditors, the Australian Charities and Not-for-Profit Commission (ACNC) and the Housing Registrar (the Regulator).
7. More specifically:
  - Ensures corporate, regulatory and finance related statutory compliance obligations are met.
  - Ensures financial systems are appropriate, accessible and operate in ways to minimise risk.
  - Prepares operational, capital and cash flow budgets with a one, four and ten year outlook.
  - Manages debt facilities and related financial covenants, cash flow and liquidity buffers.
  - Ensures appropriate controls to safeguard financial and property assets.

### Attributes and Experience

The ideal person candidate will possess:

1. CA/CPA qualifications with considerable senior level experience in financial and management accounting.
2. Strong analytical, data manipulation, communication and influencing skills.
3. Understanding and affinity for the way services are commissioned by government.
4. Considerable people leadership skills and able to hold others and self to account.
5. Highly collaborative utilizing enterprise and systems thinking to generate and create shared value.

### Role Challenges & Opportunities

The role is a key leadership role and the following are some key challenges and opportunities:

1. **SUSTAINABILITY:** Launch Housing operates on thin margins. Revenue comes from government service contracts, capital grants, philanthropic and fundraising contributions and rent from tenants. Financial health remains an issue because some service contracts are marginal and because we charge a social rent not full market rent.
2. **DRIVING BUSINESS TRANSFORMATION:** delivering meaningful financial information and keeping cost growth in check are key challenges that remain central to achieving our mission. Responding effectively to these challenges requires an appetite for teamwork and support for line managers to build their financial capabilities and to measure the impact of their work for individuals and the community.

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## **Other important information**

All applicants must have the right to work in Australia and will be required to complete a Working with Children Check and Police check.

Launch Housing is an Equal Opportunity Employer and supports accessible working arrangements for all. This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, gender diverse, intersex or queer.

We acknowledge Lived Experience as unique expertise and encourage people with a Lived Experience of Homelessness to apply.