

POSITION DESCRIPTION	
Position Title: Chief Financial Officer	Division: Finance
Reports To: Chief Executive Officer	Workplace level: Fixed Term Contract
Loading: Full Time	Special: May be required to work an occasional weekend or social function
Position Created: April 2019	Position Review date: April 2022

ORGANISATIONAL ENVIRONMENT

The Organisation

The Sovereign Hill Museums Association is a not-for profit community-based museum organisation that collects, researches and interprets the heritage of the goldrushes and the Ballarat region. The organisation includes Sovereign Hill Outdoor Museum, the Gold Museum, the Sovereign Hill Hotel, *AURA* and Narmbool.

ORGANISATIONAL CHARTER

Purpose

Our purpose at Sovereign Hill and the Gold Museum is to inspire an understanding of the significance of the central Victorian gold rushes in Australia's national story, and at Narmbool of the importance of the land, water and biodiversity in Australia's future.

Mission

Our Mission is to collect, conserve and interpret the mining, social, cultural and environmental heritage of the Ballarat region.

Values

Customer focused

We will ensure that every visitor's experience is satisfying, and that their needs are paramount in our decision-making.

Equality

We will act with respect and free from any form of discrimination in what we say and do towards our colleagues, our visitors, and all with whom we do business; we will respect each other's dignity and right to privacy; and respect the assets we share in doing our jobs.

Safety

We will maintain a safe and healthy workplace for all our visitors and for all who work on our sites.

Integrity

We will act in accordance with international and national codes of ethical practice for museums, including respect for the tangible and intangible heritage we collect, research and interpret; for the primary role of museums as places of lifelong learning; and as individuals, work to help and support colleagues, work diligently to complete tasks, and at all times act honestly.

Sustainability

We will maintain our financial viability and independence by using our resources efficiently and effectively.

We will be a socially and environmentally responsible business and employer, and a vital partner in the development of our region; and as individuals, take responsibility for our actions and ensure our decision-making is objective, consistent and complies with policy and legislation.

POSITION OBJECTIVES

- To provide professional support to the Chief Executive Officer as a member of the Management Team
- Future thinker and planner
- Big picture person
- Passion for efficiency and automation
- Hands on the big picture rather than the operational
- To drive evolutionary change in the Sovereign Hill Finance and Administrative functions to ensure it delivers a best practice function that meets the needs of the business.
- To provide the organisation with timely, accurate and high quality professional accountancy, administration and financial advice and management for Sovereign Hill, the Gold Museum and Narmbool
- To effectively and productively manage the Finance Department within the resources (financial, labour and materials/services) available to the organisation
- To work with the Chief Executive Officer, Directors, Senior Managers and the Board to set and manage the strategic direction of the Association
- To act as the Company Secretary of the Association in full compliance with all relevant company law and corporate legislation

DIRECT REPORTS

- Administration and Financial Department

WORKS CLOSELY WITH

- CEO
- Directors as per the organisational chart
- Relevant community and professional organisations
- Sponsors and donors
- Local, State & Federal Government senior executive personnel

JOB TASKS AND RESPONSIBILITIES	
Key result area	Major activities
Finance & Administration	<ul style="list-style-type: none"> • Management accounting – monthly operations financial analysis • Budgeting – (Capital and recurrent) and cash flow • Analysis of data trends • Investments • Project feasibility investigations • Manage GST taxation • Internal Control <ul style="list-style-type: none"> ○ Control systems ○ Audit work ○ Stocktake ○ Auditor liaison ○ Cash room • Gold Museum/Collections – financial monitoring & statistical returns • Company Secretary (statutory position) • Board meeting minute taking & professional advice on Corporate Law • Other <ul style="list-style-type: none"> ○ Statistical returns ○ Annual Report ○ Computer network compliance issues ○ Foundation & Bolte Trust statements ○ Taxation (FBT, Superannuation, PAYG, GST etc.) ○ Export Market Development Grant ○ Compliance with Australian Securities & Investment Commission legislative requirements ○ Compliance with ACNC legislative requirements
Critical Incident Team	<ul style="list-style-type: none"> • Critical Incident Team Responsibilities in liaison with Management Group including; <ul style="list-style-type: none"> ○ Insurance ○ Liaison with non-emergency government agencies ○ Administrative and legal matters ○ Accounting systems to track and document retrieval ○ Continuity of financial services ○ Continuity of corporate services delivery, including payroll ○ Provide IT, communication and data support for Critical Incident Control Room ○ Provide administrative support
Operations	<ul style="list-style-type: none"> • Undertake the responsibility of the position to: <ul style="list-style-type: none"> ➤ SHMA policies and procedures ➤ The Sovereign Hill Code of Conduct ➤ Sovereign Hill Workplace Safety Rules ➤ Equal Opportunity and anti-discrimination legislation and requirements ➤ Occupational Health and Safety (OH&S) legislation and requirements • Participate in annual performance reviews, meetings and staff training and professional development as and when required • Participate in organisational events and promotional activities as required,

JOB TASKS AND RESPONSIBILITIES	
Key result area	Major activities
	including New Gold Mountain roster and social functions <ul style="list-style-type: none"> • Help foster a culture which values safety as primary consideration in all activities • Wear uniform and costume in accordance with guidelines set down by The Sovereign Hill Museums Association • Any other relevant duties as required

KNOWLEDGE AND SKILLS
<ul style="list-style-type: none"> • A sound knowledge of accounting principles, standards & procedures, legislative requirements, obligations etc. • Approachable and down to earth • Able to communicate the good news and the bad • Good listener, decisive and able to give clear direction • Proficiency in the use of computerised accounting systems including spreadsheet software • Knowledge of accounting processes in relation to accounts receivable, accounts payable, payroll and claiming of government grants • Ability to investigate and assess all available options and seek advice on complex issues from senior staff • Ability to plan, monitor and supervise the work of subordinate staff to achieve a high quality output • Efficient management of time and proven ability to meet deadlines and objectives • Personable telephone and communication manner • Attention to detail • Decision making and clear thinking skills • Liaison with Board/Committee members • Company law compliance background • Budgeting (operational and capital) • Knowledge of audit procedures (external and internal audits) • Knowledge of not-for-profit corporation management • Corporation law compliance • CPA – Qualified • Qualified Company Secretary • Strategic planning skills

QUALIFICATIONS
<ul style="list-style-type: none"> • CPA – Qualified

REQUIRED LICENCES/CERTIFICATES
<ul style="list-style-type: none"> • Police Check • Working with Children Check

SPECIFIC HEALTH AND SAFETY REQUIREMENTS

- The Chief Financial Officer will have undertaken emergency incident training and assist to implement emergency procedures as Communications Officer if required

OTHER

- Must be eligible to work in Australia

EMPLOYERS APPROVAL OF POSITION DESCRIPTION

Sara Quon
Chief Executive Officer

Signature

Date of approval

EMPLOYEE ACKNOWLEDGMENT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read, understood and accept its contents.

Employee Name

Employee Signature

Date