

ROLE PURPOSE: Finance Director



Our Vision

We see a world in which no person is needlessly blind or vision impaired.



Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can exercise their right to sight, good health and self-determination.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

At The Fred Hollows Foundation, you will make an impact the world can see!



How we value your contribution:

Remuneration Package - We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Salary Packaging - We qualify as a health promotion charity so the Australian Taxation Office (ATO) allows us to reimburse you for personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income Tax Free Threshold.

Annual Leave - You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave, and we have 7 additional leave days per year! There are 5 days paid leave between the Christmas and New Year period. As well as an annual paid 'Me Day' focused on mental health and wellbeing for our global staff. Finally, celebrate your birthday with a day of paid leave.

Other Leave – You will also have access to other types of leave, such as personal (sick or carers') leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

Paid Parental Leave - We provide 14 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers, in addition, upon receipt of notification from the Family Assistance Office, primary carers may access 18 weeks paid parental leave at the statutory rate.

Performance and Development - Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning and Development - Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job, with targeted opportunities identified for our Aboriginal and/or Torres Strait Islander people as required. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership Development - Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Tertiary Study Support - We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global financial study assistance program. We actively encourage our Aboriginal and/or Torres Strait Islander employees to apply for study support.

Paid Study Leave - We also offer up to 10 days study leave to complete professional development relevant to your role.

Recognition - Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible Work Arrangement - You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability - We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

Health & safety - We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to help make your workplace safe.

Employee Assistance Program - You and your family will have access to free professional and confidential external counselling assistance if you need help with personal, family or employment related matters.

Work from Anywhere – The Foundation has a work from anywhere philosophy, enabling you to work remotely in select countries for a defined period of time once approved.

To work in the Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children
- Be prepared to share evidence of full vaccination against COVID 19



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

ROLE PURPOSE

Role Title: Finance Director

Division: Business Operations

Location: Sydney

Date: April 2023

Employment type: Full time, Permanent contract with flexible work arrangement

Reports to: Business Operations Executive Director

Number of direct reports: 3+

Leadership Band: Leads organisation

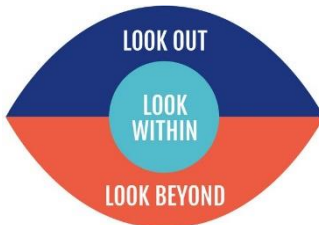
Purpose of the role:

The **Finance Director** is accountable for ensuring excellence in financial management and compliance which supports the execution of The Foundation's strategic plan through a high standard of design, delivery and direction in the Finance team. The Finance Director is also responsible for driving a culture of business partnering across the distributed finance team of The Foundation to ensure that the finance function provides exemplary support, engagement, timeliness and reliability of information to assist the entire organisation in making decisions and executing against their plans.

The Finance Director will own the outcomes of:

1. Ensuring effective financial management through the maintenance, development and implementation of appropriate policies, systems, and processes to meet statutory requirements, internal governance requirements, manage risks and implement best practice solutions to support current and future business requirements.
2. Ensuring the long term financial wellbeing by supporting the development and delivery of key financial targets for reserves, surpluses and working capital needs and contributing to the development of financial strategies and global financial structures to support execution of The Foundation's strategic plan.
3. Leading and developing finance teams to drive change and improve The Foundation's financial literacy and support via analysis, training, coaching, mentoring and guiding all finance and non-finance staff to deliver continual capacity building across The Foundation and with our programming partners.
4. Actively support and collaborate with the executive leadership group to provide timely, clear, concise and meaningful information, driving a support and partnership culture across all finance functions and ensuring the finance functions have aligned performance and behavioural goals to improve our risk, compliance and culture.
5. Maintaining and growing a highly positive employee experience and value proposition to ensure attraction and retention of quality finance staff.
6. Other tasks as requested by your manager

Our Capabilities:



As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:

- Significant experience as a financial leader in a global multi entity environment driving transformational change.
- Significant experience in leading and developing the skills of finance teams in an international environment.
- Significant experience in managing finance systems, internal controls and processes in an international organisation.
- Significant experience in aligning strategic and financial planning, with previous exposure to multi-period and/or rolling budgets.
- Demonstrated ability to guide the organisation on appropriate financial practices and executing them through strong collaboration, effective communication and leveraging positive relationships with stakeholders.
- Demonstrated ability to address Board and Governing Committee level issues.

Skills:

- Exceptional interpersonal skills - highly effective interpersonal and communication skills with an open, direct, and diplomatic approach, and the ability to create and foster collaborative and productive relationships with internal stakeholders and external organisations.
- Exceptional Change management skills – ability to understand what change is needed and then to guide change that is required to transform delivery of the Finance Team and the overall efficiency and effectiveness of The Foundation.
- Highly developed persuasion/negotiation skills - ability to win concessions without damaging relationships; convince others of your point of view; listen to and assimilate information from others to identify their needs; identify and assess a range of possible options; be direct and clear as well as diplomatic and collaborative; present information in a manner appropriate to purpose and audience.
- Exceptional attention to detail.
- Excellent knowledge and capability utilising Microsoft Office, reporting and accounting software

Desirable Experience:

- Global experience in a multinational commercial organization or NGO.
- Experience in the international development or Not for Profit sector.
- Experience working in a regulated environment.
- Specific experience with Sun Systems and business intelligence reports.

Qualifications:

Chartered Accountant or
Certified Practising Accountant

Travel:

Domestic & International travel
required.

The position involves:

This position is recognised as having “Contact with Children” either direct or indirect.
This position does not involve “Working with Children” either direct or indirect.
This position does involve working with beneficiaries, donors and/or partners.

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.