

<b>Position Title</b>	Chief Financial Officer & Company Secretary
<b>Business Unit</b>	Business Services
<b>Manager</b>	Chief Executive Officer
<b>Direct Reports</b>	Corporate Accountant, Global IT Manager and Administration Manager
<b>Location</b>	Melbourne, Australia
<b>Role type</b>	1.0 FTE
<b>Significant relationships</b>	<ul style="list-style-type: none"> <li>■ Chairman, Board, CEO and General Managers</li> <li>■ Contribute as a member of the Leadership Team</li> <li>■ Manage external relationships with third party providers, including Company lawyers, External Auditors, Insurance Broker and Tax Advisors</li> </ul>

## Position purpose

This position is central to providing strategic leadership for the organisations corporate and financial governance.

## Key responsibilities

- Contribute to corporate leadership as a member of the global Leadership Team, responsible for setting a positive workplace culture that drives the performance and success of the Institute.
- Manage the Institute's financial and accounting practices and procedures, including cashflow, investments, payroll and related on-costs, foreign currency, financial delegations, financial analysis, and audit functions.
- Manage global compliance (including tax, legal, audit, regulatory and insurances) in relation to all statutory, governance and legislative requirements in the locations where the Institute has operations.
- Manage and monitor the Institute's risk profile, including review of contracts, business practices and renewal of corporate insurance policies.
- Lead the global annual business planning process, including setting annual budgets and alignment of activities to the Institute's strategic plan, and responsible for monitoring and reporting results against key performance indicators.
- Undertake the role of Company Secretary, responsible for assisting the Board in meeting its governance obligations, ensuring compliance with the Company Constitution and ASIC corporate reporting requirements and managing the Institute's Legal Member database.
- Responsible for IT performance, ensuring operational excellence, efficiency and security.
- Lead and develop a high performing Business Services team with a strong focus on quality outputs and client satisfaction.
- Other relevant duties.

## Skills and experience

### Essential

- Experience in a leadership role, ideally a global organisation with a matrix structure
- Demonstrated understanding of governance and company secretariat obligations
- Understanding of commercial contracts and risk management
- CA, CPA and/or relevant tertiary qualification

### Desirable

- Experience in the not-for-profit sector
- Background in Member and/or commercial consulting organisation

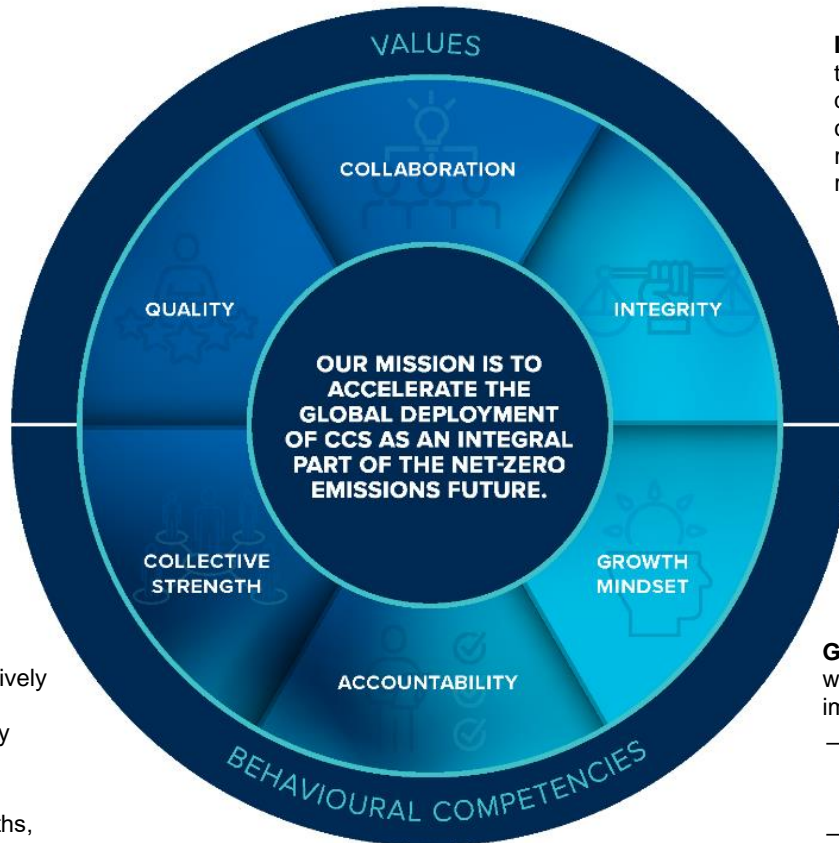
## Values

Our Values underpin the way we do things at the Institute and guide us internally in our day-to-day work. The following Behavioural Competencies align with Our Values with the aim to amplify each aspect and are essential to ensure the achievement of Our Mission.

**Collaboration** - We work cooperatively and our teamwork goes beyond organisational and geographic boundaries to achieve exceptional results.

**Quality** - We strive for excellence in all that we do. We are a trusted, knowledgeable and responsive organisation known for exceptional advice and service delivery.

**Integrity** - We hold ourselves to the highest standards in all we do. Our actions and communications are responsive, ethical and respectful of diversity.



**Collective Strength** - You actively develop and leverage the Institute's collective strength by

- Honouring and acknowledging your colleagues' skills, strengths, and contributions.
- Building meaningful relationships on a foundation of trust, mutual respect, appreciation and empathy with colleagues, Members, clients, and partners.
- Facilitating people and ideas coming together beyond hierarchical and organisational boundaries through effective communication, knowledge sharing, and proactively seeking input.
- Exhibiting dedication to our purpose, your role, and what we can achieve together.

**Accountability** - You hold yourself and others accountable by

- Taking personal responsibility for deliverables.
- Keeping a focus on delivering outputs that are accurate, timely, and of a high standard.
- Acknowledging ownership and accountability to promote solutions.
- Identifying areas for improvement across the Institute and appropriately providing feedback to those responsible.

**Growth Mindset** - You seek ways to continuously learn and improve by

- Fostering an environment open to diverse ways of thinking and operating.
- Seeking, providing, and responding to feedback in a productive and respectful manner.
- Recognising the limits of your own experience and skills and taking proactive steps to grow them.
- Embracing failures, challenges, and setbacks as opportunities for growth and learning.
- Engaging in honest self-reflection and actively applying lessons learnt.