

POSITION DESCRIPTION	
NAME: TBC	JOB TITLE: Chief Financial Officer (CFO)
PRIMARY JOB PURPOSE:	
<p>The CFO role is a key senior executive position, the financial leader and steward of our for-purpose organisation with the mission of improving the lives of people with brain and nervous system disorders through medical research. The CFO has primary responsibility for the planning, implementation, management and running of all fiscal activities of the NeuRA Group. The CFO also provides strategic recommendations on enhancing the sustainability, compliance, effectiveness and efficiency of the business; identifies and scopes new revenue opportunities; and reviews systems and processes to ensure intelligent, timely, accurate financial data and reporting to power management decisions.</p>	
REPORTS TO: (Performance reviewed by):	JOBS REPORTING TO THIS POSITION:
Executive Director Professional Services	Senior Accountant – Reporting Finance Accountant Accounts Receivable Finance Officer – Accounts Payable and Payroll Finance Assistant
ACCOUNTABILITIES: Key areas of responsibility	
<p>Financial strategy</p> <ul style="list-style-type: none"> - Develop and execute financial strategies aligned with NeuRA’s mission and vision - Provide analysis, tools and metrics to the Executive and Board for informed decision-making - Ensure internal controls drive accuracy, integrity and cost containment <p>Budget management</p> <ul style="list-style-type: none"> - Prepare and manage annual budgets and forecasts, monitor financial performance, and make adjustments as needed for fiscal best practice <p>Financial reporting</p> <ul style="list-style-type: none"> - Produce accurate and timely financial reports, including P&L, balance sheets, cash flow statements etc for internal and external stakeholders <p>Grant and philanthropy compliance</p> <ul style="list-style-type: none"> - Ensure compliance with research grant and donation requirements, working with NeuRA research leaders and Fundraising to track the use of funds and report on their utilisation - Ensure compliance with all relevant regulatory requirements and standards (e.g. ASIC, ACNC, State Charity regulations and other government agencies as required) - Maintain a register of bequests and endowment gifts including current value, funds disbursed, etc - Management of all grant accounts including liaison with UNSW, timely grant acquittals, monitoring of deficits, review of grants with research staff to ensure timely permitted expenditure <p>Team Leadership and Management</p> <ul style="list-style-type: none"> - Lead, coach and mentor the Finance team, fostering a culture of professionalism, accountability and continuous improvement <p>Investments/Treasury/Cash Flow</p> <ul style="list-style-type: none"> - Manage cash flow, investments and reserves - Manage the Group’s investments/treasury and investment/treasury income, in accordance with the requirements of NeuRA’s Investment Policy and the Investment Committee. - Manage bank account set up and closure as required by the Board as well as authorisations and setting up and removing authorised delegated approvers and setting approval levels with the banks in accordance with NeuRA policies. 	

Audit and tax

- Management of all activities of the internal and external Finance audit function
- Act as Public Officer for the Group, ensuring all tax is paid appropriately and in line with legislative requirements.

Insurances

- Manage all corporate insurance policies for NeuRA

CORE COMPETENCIES/REQUIREMENTS / EXPERIENCE:

- Tertiary qualification (preferably Master's degree) in accounting, finance or economics
- Proven and substantial experience in financial leadership, preferably in the not for profit sector
- Membership of either Certified Practising Accountants or Chartered Accountants Societies
- Strong knowledge of financial regulations and accounting standards
- Outstanding business and financial acumen and understanding of business operations
- Excellent stakeholder communication skills (including stakeholders without a financial background) and ability to build solid partnerships
- Demonstrated competence at both strategic and operational levels
- Proficiency in the use and incorporation of financial technology in processes, risk assessment and the identification of anomalies
- Strong corporate ethics
- Ability to work collaboratively in a mission-driven environment

KEY RELATIONSHIPS/INTERACTIONS – EXTERNAL AND INTERNAL:

External - St George Bank, UNSW, Professional Advantage (Workplace & Great Plains consultants), Paramount (Workplace developers)

Internal – Finance department, Fundraising, Research Group Leaders, CEO, Executive Director Professional Services, Board Directors and particularly the Finance, Risk, Audit & Compliance Committee (FRACC)

WHS RESPONSIBILITIES:

All workers at NeuRA must familiarise themselves and comply with NeuRA general Policies and all NeuRA Work Health and Safety Policies.

Responsibilities of all workers:

- Be familiar with and ensure compliance with the WHS Act 2011 and Regulation 2017
- Co-operate with WHS policies and procedures to ensure your own health and safety and that of others within the workplace
- Attend all training sessions as required
- Do not interfere or misuse equipment provided for the health, safety and welfare of persons at work

Additional responsibilities for supervisors: (PCBU)

- Persons Conducting a Business or Undertaking (PCBU) i.e. managers and supervisors, have a duty of care for the health, safety and welfare of all persons in the workplace
- PCBUs must adopt a risk management approach to managing health and safety. This includes undertaking necessary risk assessments

Attend all required training sessions. Familiarisation and Compliance with NeuRA general Policies and all NeuRA Work Health and Safety Policies