

POSITION DESCRIPTION



Chief Financial Officer (and Company Secretary)

Location:	PMSA Corporate Office
Employment Type:	Ongoing
Employment Type:	Chief Executive Officer
Hours of Duties	Full-time

About PMSA

The PMSA – Presbyterian and Methodist Schools Association – owns four of Queensland’s well-known independent schools: Brisbane Boys' College, Clayfield College, Somerville House and Sunshine Coast Grammar School. Established in 1918, the PMSA is a joint mission of the Uniting Church of Australia, Queensland Synod and the Presbyterian Church of Queensland.

The PMSA’s mission is to provide outstanding teaching and learning environments for our students and staff in schools built on Christian teachings. The PMSA’s vision is to build communities based on Christian foundations, by providing teaching and learning environments of excellence, permeated by Christian faith and actions.

Located at the PMSA corporate office, this position reports directly to the Chief Executive Officer who reports directly to the PMSA Board. The Board comprises 13 volunteer Board members and is supported by three standing committees, a School Council at each school and the PMSA corporate office.

Position Objective

The Chief Financial Officer (CFO) role exists to:

- support the CEO, Executive and the Board in the sound financial stewardship of the organisation
- provide contemporary thought and people leadership in terms of group business strategy
- work with the Audit, Finance & Risk Committee in developing suitable investment strategy
- oversee the technical administration of the Group’s accounts in accordance with relevant accounting standards and policies set by the Board
- provide efficient secretariat support for the Board and its committees as Company Secretary
- leading by example, proactively promote a respectful and positive workplace culture based upon Christian principles of love, justice, compassion and forgiveness

Key Accountabilities

Clients & Customers

- Establish and maintain effective relationships with the CEO, the Board, Executive, Principals and Business Managers.
- Ensure a deep understanding of the organisations external and internal customers and support customer-led design of support.
- Provide timely and accurate advice to the CEO in all matters relevant to the CEO / Board responsibilities and functions within the scope of this role and more broadly as required.
- Work collaboratively with Business Managers and other personnel to develop effective and efficient business cases for shared services IT platforms.

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Sustainability

- Work with the CEO, the Board, Executive, Principals and Business Managers on executing the strategic plan.
- Oversee the robust financial analysis / review of strategic and operational initiatives to ensure sound decision making and allocation of financial resources consistent with strategic plan.
- Continuously scan the environment to identify opportunities for growth, development and innovation and work with the CEO, the Executive, Principals and Business Managers.
- Drive a continuous improvement culture to identify opportunities to improve back-office efficiencies.

People

- Provide contemporary people leadership to the team, working in partnership with Human Resources, to drive high performance and celebrate success and quickly and fairly respond to performance and/or conduct matters.
- Oversee the implementation of employee lifecycle initiatives across the team.
- Ensure an appropriate level of regular transparent communication on matters relating to the performance of the business, teams, projects and change indicatives.
- Take personal accountability for ensuring a safe work environment and model safe work behaviours.

Business Excellence

- Promote efficient and effective performance with a continuous improvement mindset within the Finance functions.
- Oversee the development of annual operating guidelines for the Group and support Executive peers and Senior Leaders on the development of budgets, annual operating and capital plans.
- Oversee complex reviews and analysis of recurrent and capital budgets, re-forecast activities, cash flow projections and performance reports.
- Oversee the development and delivery of statutory reporting and insightful financial performance reporting to support the governance and performance objectives of the organisation.
- Manage key strategic relationships with Banking and Audit partners.
- Support the development, measurement and response to performance standards across the organisation.
- Active contributor to the Audit, Finance & Risk Committee.

Company Secretariat

- Provide advice to the Board and its Committees on governance matters.
- Support the CEO in overseeing the Executive Services team's coordination of timely completion, despatch and minuting of the Board and its Committees papers.

Credibility

- Network effectively within the education sector and the wider business community.
- Ensure full compliance with all legal, regulatory and professional standards within the scope of the role and influence organisational outcomes of the same.

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Required Skills and Attributes

Personal Qualities

- You have a genuine and active commitment to PMSA's Christian ethos - being a person who can model Christian values and ethics
- You are committed to the beliefs, values and mission of the PMSA and the schools
- You deeply appreciate the value of customer insights and the criticality of their experience in our success
- You have demonstrated collegial and consultative leadership qualities, with the ability to understand, engage and motivate others – creating an environment to enable others to succeed
- You have integrity, adaptability, resilience, resourcefulness and are outcome orientation
- You are committed to a process of continuous improvement in his/her sphere of influence

Key qualifications and competencies

- Post-graduate qualifications in accounting and/or finance; being CPA and/or CA qualified
- Between 15 – 20 years' experience in finance/accounting area within a large sized organisation.
- Between 10 years' experience in the Information Management area within a large sized organisation highly regarded.
- Professional senior managerial level "know-how", skills and experience including ability to consult, design, develop and implement project outcomes, policies & procedures relative to job-related activities
- Excellent client-facing and internal stakeholder influencing skills
- Solid organisational skills including attention to detail and multi-tasking skills
- Intrinsic ability to think strategically and laterally and act with high levels of integrity
- Strong working knowledge of relevant Accounting Standards, principles and practices
- Demonstrated experience in acquisition and mergers highly regarded

Other

- Working with Children and Federal Policy Clearances must be attained and declaration made of any future charges or convictions that could potentially affect your role within PMSA.

Key Relationships

- The incumbent will need to work closely with:
 - the Chief Executive Officer
 - the corporate office executives and team
 - the PMSA Board and relevant committees
 - School Principals, Business Managers and senior leaders
 - External suppliers as relevant

November 2018