

# POSITION DESCRIPTION

<b>TITLE:</b>	Chief Financial and Operations Manager	<b>STATUS:</b>	0.9 FTE
<b>LOCATION:</b>	Bendigo / Melbourne. Interstate travel for quarterly Board meetings is required.	<b>REPORTS TO:</b>	CEO
<b>DIRECT REPORTS:</b>	4 (2.6 FTE)	<b>LEVEL:</b>	Executive

## ABOUT FRRR

The Foundation for Rural and Regional renewal (FRRR) is a national charitable foundation focused on increasing equity of opportunity in remote, rural, and regional Australia. It adopts a partnership and leverage model of philanthropy which harnesses the collective resources of philanthropy, business, and governments to support remote and rural communities to be vibrant, adaptive, and sustainable. Established in 2000, FRRR has distributed more than \$177M to over 14,000 projects across Australia to date.

Our strategy is focussed on improving outcomes in the areas of **People, Place, and Disaster Resilience & Climate Solutions**. FRRR believes that targeted philanthropic investment and collaboration in these areas will build more vibrant, sustainable, and adaptive remote, rural, and regional communities - and a more equitable and prosperous Australia as a whole.

FRRR's principles of engagement are guided by an understanding that rural, regional, and remote (RRR) communities are in a constant cycle of development and adjustment. As such we support community-led approaches that:

- **Seed & Strengthen** by enabling RRR communities to support and resource core social and physical infrastructure;
- **Adapt & Evolve** by building adaptive capacity across communities and enhancing their ability to cope and adjust to disruption; and/or
- **Innovate & Renew** by supporting communities to test, scale and embed game-changing initiatives.

To achieve this, we:

- **Grant and Develop** to provide remote, rural and regional communities with access to grants and capacity building resources and support to address inequity and create opportunities;
- **Leverage and Broker** to harness FRRR's tax status, knowledge, and networks to support innovation, self-generation, and unlock more giving to address remote, rural and regional community needs; and
- **Connect Insights and Learning** for policymakers, communities, and funders to connect them with ideas, knowledge and lived experience to influence more targeted and relevant support for rural, regional, and remote communities

Our values centre around collaboration and constant improvement. We have created a dynamic, flexible, and supportive work environment. FRRR is an Equal Opportunity employer. FRRR encourages and welcomes applications from people from diverse backgrounds and from First Nations communities.

**We Find Ways Forward** - *A supporter and positive contributor to those we deal with.*

**Real World Problem-Solving** - *Considered, hardworking people that come together to make things happen.*

**Finding Common Ground** - *A grounded, connected start point for all we do.*

**Live the Experience** - *The best way to lead is through listening, learning, and knowing the facts.*

FRRR is committed to protecting the health, safety, and wellbeing of all employees. To achieve this FRRR strives to ensure that employees do not undertake work for which they are not suited, and we take appropriate measures to allow work to be done in a manner that will not put any person at risk to their health and safety. As such, new incumbents to this role will be required to complete a Pre-existing Injury Declaration relating to the job requirements.

## WHAT YOU WILL ACHIEVE & DRIVE

Reporting to the CEO, the Chief Financial and Operations Manager is responsible and accountable for providing strong leadership across the corporate services function, including Finance, People and Culture, IT, Risk and Compliance, and Company Secretary support to the Board. In this strategic role, key responsibilities include:

- High quality and timely support and reporting to the Board, Finance & Audit Committee, CEO, Leadership Team, and FRRR Team encompassing financial forecasting, performance, compliance, and people and culture.
- Overall financial forecasting, management and reporting for the company.
- Compliance across financial, legal, governance and legislative/regulatory requirements.
- Identifying, assessing, and mitigating risks to FRRR's ability to achieve its strategy, goals and objectives.
- Oversee the organisation's people and culture function, nurturing a positive and supportive work culture.
- Workforce planning, developing recruitment and retention programs, performance reviews and coaching others to ensure exemplary employee engagement and satisfaction.

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## KNOWLEDGE & SKILLS

The broad scope of this role requires significant business acumen including forecasting, planning, operations, finance, human resources, and strategy. The Chief Financial and Operations Manager must be a proficient leader who will discover and implement the most efficient ways to lead core business, role model and motivate others around continuous improvement, and embody collaborative leadership approaches.

### Skills Required

- Strong financial literacy and knowledge of finance and accounting, preferably in a NFP and/or philanthropy setting and with exposure to investment portfolio management.
- Strong analytical and management accounting skills and the ability to clearly present business insights.
- Experience delivering high calibre Board reports and financial statements.
- Deep knowledge and understanding of statutory, financial and regulatory reporting requirements.
- Demonstrated experience in identifying, developing, implementing strategies that support organisational transformation and growth.
- Deep experience of diverse business functions and principles (e.g. finance, Human Resources & WHS, IT).
- Excellent business software skills.
- Collaborative and facilitative - collaborating with people to take advantage of their knowledge and ideas to achieve better outcomes.
- Excellent problem-solving abilities, project management and creative resourcefulness.
- Action Oriented - enjoys challenges; not afraid to take charge of a situation; can overcome resistance and take unpopular stands when necessary.

### Required Experience

- Appropriate qualifications including membership of CA, CPA or IPA (an MBA is desirable).
- Relevant experience in all areas of Corporate Services (financial management, IT systems, human resources, administration).
- At least 7 years' experience in a CFO and Corporate Services Manager role.
- Experience with NFP funding and / or divisional accounting in a complex program budgeting environment.
- High level corporate negotiation skills.
- Demonstrated aptitude for innovation in identifying, developing and implementing business support systems and solutions.
- Demonstrated experience in preparing business cases, budgets, implementing budget systems.
- Maintaining systems for the acquittal of government and philanthropic grants.

## WHAT'S IN IT FOR YOU

- Senior leadership role & diverse portfolio in a trusted charitable foundation
- Environment of growth and innovation
- Highly skilled and committed executive group
- Reputable organisation making real impact in remote, rural, and regional communities
- High calibre Board
- FBT Rebutable salary packaging benefits
- Access to EAP
- Flexible work arrangements
- Ongoing professional growth