

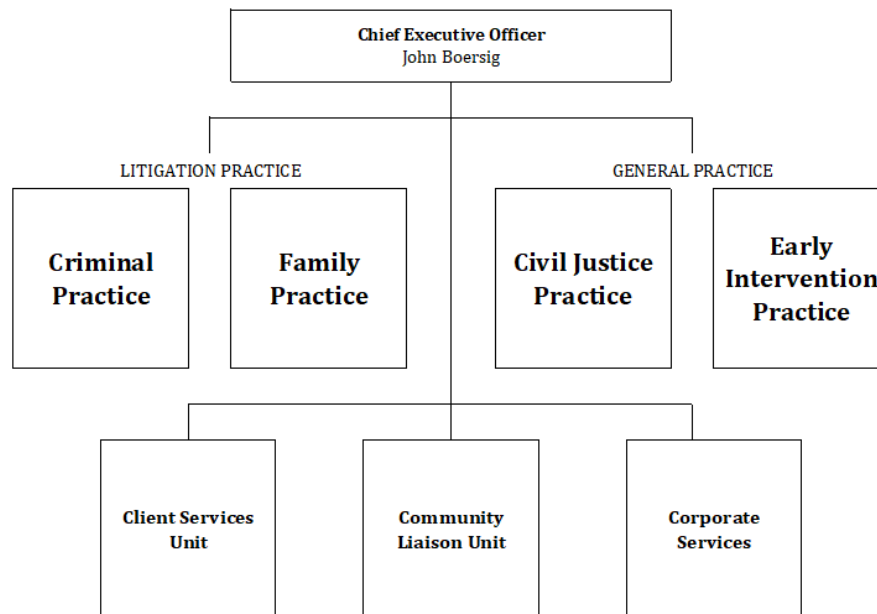
Position Title	Chief Financial Officer
Classification	SOG A
Responsible to	Chief Executive Officer
Number of direct reports	4
Number of indirect reports	7

The Legal Aid Commission (ACT) (Legal Aid)

Legal Aid was established under the *Legal Aid Act 1977*. Its mission is to promote a just society in the Australian Capital Territory by:

- ensuring that vulnerable and disadvantaged people receive the legal services they need to protect their rights and interests
- developing an improved community understanding of the law, and
- seeking reform of laws that adversely affect those we assist.

Further information about Legal Aid can be found at <http://www.legalaidact.org.au>



Corporate Services

Legal Aid's Corporate Services section encompasses:

- Finance
- People & Culture
- Information & Communication Technology
- Facilities Management

Position Dimension and Relationships

The Chief Financial Officer (CFO) reports directly to the Chief Executive Officer on all strategic and operational financial matters and is responsible for providing leadership of the Commission's financial processes. The CFO is expected to be self-motivated and will have a high degree of professional competency and independence. The CFO must maintain the highest integrity and ethical standards.

Central to the role will be budget management, financial and data analysis, preparing regular and ad-hoc reports, forecasting needs and the securing of new funding. The CFO will be expected to oversight the People and Culture section, negotiate funding, manage corporate contracts, prepare business plans and oversight the Information Technology Managed Service Provider.

Externally, the position's key relationships are with ACT Treasury, Justice and Community Services Directorate, the Commonwealth Attorney-General's Department, the IT Managed Service Provider and National Legal Aid. The CFO is also responsible for fostering links with stakeholders and other agencies whose functions are relevant and complementary to those of the Commission.

Key Responsibilities

The key responsibilities of the CFO are to:

- **Strategic Planning:**
 - Develop and oversee the current and future financial position of the Commission
 - Continually assess and improve policies for strategic financial, IT and people and culture management
 - Develop and implement financial/resource management policies.
 - Oversee the development and maintenance of the Strategic IT plan, including the rollout program of IT equipment
 - Administer, with the IT Manager, the IT Managed Services Provider contract and performance
 - Develop, with the People and Culture Manager, best practice and strategic directions for the ongoing management of Commission staff
 - Provide expert advice to the CEO for decision-making
- **Performance Management:**
 - Deliver accurate and timely financial reporting;
 - Lead monthly/annual reporting, including financial statements
 - Present the financial position of the Commission at Board meetings.
 - Advise on budgetary and financial management
 - Oversee external and internal budget management and reporting
 - Oversee the extraction, analysis and presentation of Commission data
 - Prepare submissions for funding from Governments or other sources
- **Stakeholder Engagement:**
 - Work with ACT Government agencies on mutual interests;
 - Liaise and negotiate with ACT Treasury on financial matters
 - Represent the office in budget and annual report hearings and agency interactions
- **Systems and Processes:**
 - Maintain the governance framework, compliance, and ethical standards
 - Maintain the financial and human resources delegations for the Commission
 - Oversee risk management and compliance systems
 - Oversee taxation, procurement, general ledger, and cash management

- **Team Leadership and Development:**

- Lead Corporate Services, fostering continuous improvement and high performance in finance, people & culture, ICT, and facilities
- Lead a culture of innovation in governance, IT, financial and people management

The Chief Financial Officer will:

- Represent Legal Aid in a professional manner by upholding the ACT Public Service Values;
- Build professional relationships with employees and managers across Legal Aid to deliver high-quality and seamless service delivery;
- Develop performance objectives and KPIs identified in strategic, operational and individual performance development plans;
- Be responsible for applying WHS to daily tasks performed in the workplace, report all matters beyond your authority and take all practical measures to ensure that your workplace is safe and without risk to health or property;

Key Capabilities

Essential:

- Ability to interpret, manipulate and understand data relevant to the management and output of Legal Aid
- Excellent attention to detail and a proven ability to prepare accurate, timely and comprehensive reports
- Excellent written and verbal communication skills, including the ability to clearly present data in an accurate and concise manner to many differing audiences
- Ability to interpret and apply appropriate legislation.
- Good knowledge and application of relevant accounting standards and principles
- Ability to assess priorities and manage competing deadlines both independently and as a member of a team
- Highly developed leadership skills, managing diverse areas of responsibility
- Initiative, sound judgment and the capacity to respond to requests for assistance in urgent matters while working in a team environment

Requirements:

- Relevant qualifications in accounting or finance are essential
- Full working rights in Australia

