



# POSITION DESCRIPTION

## Finance Director and Company Secretary

<b>Job Title</b>	<b>Finance Director and Company Secretary</b>
<b>Reports to</b>	International Director / CEO
<b>Key relationships</b>	Honorary Treasurer, Regional Mission Directors, Board Chair
<b>Direct Reports</b>	Financial Controller, Mission Support Manager, IT Support, Archivist
<b>Overall Purpose</b>	Enable CMS Australia to fulfil its vision and strategic purpose by leading our financial and business management.

### Specific accountabilities

Specific accountabilities are the outcomes that you are required to produce. They describe *why* your job exists.

- With the International Director and as a member of the Senior Staff Team, **exercise a key leadership role** within CMS Australia to enable us to fulfill our vision and strategic goals.
- Ensures effective **financial management** by managing the financial planning budgeting process; overseeing the finance team in financial accounting, administration, asset management, audit and reporting; overseeing the maintenance of appropriate financial reserves to meet the current and future capital requirements of the organisation; identifying, controlling and mitigating short and long term financial, compliance and/or insurable risks; and ensuring an appropriate, maintained and fully utilised general ledger system is in place.
- Ensures effective **business management** by overseeing human resources, industrial relations, work health and safety, information technology, record retention and archiving and other office related processes, making sure that a professional image is projected and that high standards are maintained.
- Ensures effective support to the Board of Directors in its **governance** function by acting as Company Secretary performing all duties as required by the CMS-A Constitution and the Corporations Act, convening meetings of members (vis Federal Council) and serving on Board Committees as required.
- Ensures **business project** outcomes are achieved by managing consultants and the timelines, costs, communications, risk and deliverables.
- Contributes to effective **mission personnel support** by integrating CMS-A financial management processes into broader processes including their improvement for greater effectiveness and reduced cost impact on CMS.
- Contributes as part of the **Senior Staff Team** to the planning and management of the office, adopting human resources, work health & safety, information technology, record retention and archiving and other office related processes, making sure that a professional image is projected and that high standards are maintained.
- Ensures that **staff and volunteers** reporting to the position perform at the highest levels possible by creating the right culture, selecting the right people, making sure that jobs are properly designed and fully described, making sure that all those in supervisory positions are providing feedback, encouragement and support, and there are processes for managing safety and developing and sustaining individuals.
- Contributes to the development of the safety culture by keeping their workplace safe, clean and tidy, complying with site/service safety rules, reporting hazards, incidents, near misses and injuries to their supervisor/ manager, participating in workplace consultation activities, and actively participating in all other safety activities as prescribed in CMS procedures.



# POSITION DESCRIPTION

## Finance Director and Company Secretary

### Education and experience

#### REQUIREMENTS

- CPA or CA qualifications with experience working as an auditor in a Big 4 accounting firm
- Currently or have experience as a CFO
- Experience in managing foreign exchange with a clear understanding of currency hedges
- Demonstrated experience in managing teams
- Active interest in mission
- Existing valid working visa in Australia

#### DESIRABLE ATTRIBUTES

- Knowledge or experience as Company Secretary
- Mission exposure or theological training
- Cross-cultural experience
- Work experience in a Christian not-for-profit
- Varied work experience in a number of different companies

### Values

It is a requirement of this position that the person has a demonstrated level of Christian maturity and will live and display a commitment with the Christian principles espoused and promoted by CMS-A and abide by the CMS Code of Conduct.

### Changes to this position description

Your responsibilities also extend to any tasks outlined on a duties list, or any tasks delegated to you by the International Director, provided that those new job requirements are safe, efficient, logical and legal.

Approved 19/05/2023