

**ANGLICARESA**  
Together we change lives.

# Candidate Briefing Document

Group Chief Financial Officer

August 2021



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## Our Story

In 1860, well-known philanthropist Julia Farr led the establishment of South Australia's earliest Anglican charitable organisation. This organisation led the way in changing lives when the government of the day either couldn't or wouldn't and so for more than 160 years, we have been supporting South Australians experiencing vulnerability. Working together to transform lives for the better.

In 1998, the name 'Anglicare' was introduced to SA and in 2000, AnglicareSA was independently incorporated – officially gaining not-for-profit status and operational independence from the Anglican Church.

Today, AnglicareSA's role as a binding force has never been stronger. Because, while some may believe that barriers to progress are insurmountable, we do not. We are compelled to find new ways, better ways.

We believe in social justice, the equal worth of each citizen, equality of opportunity and the importance of strong communities.

We are a trusted voice. And we are leaders. We are restless and relentless in our pursuit of progress, standing with individuals and communities in times of need. We work with and for each other.

Because, together we change lives.

### Our vision

Justice, respect and fullness of life for all.

### Our purpose

Together we change lives.

### Our values

At AnglicareSA we are guided by five foundational values;

- **Compassion** – we put care and kindness into action
- **Integrity** – we do the right thing together
- **Stewardship** – we are resourceful, responsible and generous
- **Equity** – we build communities where everyone can flourish
- **Servant Leadership** – we lead and inspire for the benefit of others

For more information visit  
[www.anglicaresa.com.au](http://www.anglicaresa.com.au)



## Message from our CEO

This new and crucial role comes to market during challenging and uncertain times. There is no doubt that the COVID-19 pandemic has given us a greater awareness of the uncertainty of our environment and the vulnerability of many in our community.

Being new to the role of CEO has given me the chance to contemplate what makes us such a great organisation and to explore what it is that galvanises us to change lives so passionately. My reflection has led me to our origins that go back some 160 years, when the genesis of AnglicareSA was born out of and for times like those we are now experiencing.

Now more than ever, we need to work together as one AnglicareSA, to be strong and sustainable to support the many who are reliant on us for high quality, accessible and affordable services.

Whether we like it or not many of our services have moved into quasi markets, which provide both opportunity and risk for us and for our customers. Our services are complex and diverse which is both our strength and our weakness.

Within many of our service streams the implementation of market-based funding mechanisms has required us to adapt and change like never before. The rising expectations of both quality and choice by customers and regulators, coupled with the reduced revenue now available to government funders, require AnglicareSA to both perform optimally in the immediate and to act now to successfully navigate the future.

This role is critical to the financial leadership of the organisation and to achieving the ambitions established in the Board approved 2020-2025 Strategic Plan.

We welcome the opportunity to share more of our story with the right candidate, and to support them in contributing to what we are sure will be an exciting new chapter that we will write together.

Grant Reubenicht  
Chief Executive Officer

## The advertised role

### Group Chief Financial Officer

- **Large complex operating environment**
- **Adelaide, Australia's most liveable city**

For more than 160 years, AnglicareSA has supported South Australians in need. Today, AnglicareSA is one of South Australia's leading social enterprise organisations. With 1,800 staff and more than 400 volunteers AnglicareSA supports more than 55,000 people each year through its diverse programs.

Reporting to the CEO, the Group Chief Financial Officer (GCFO) will have a proven track record in an organisation of comparable complexity, size and scale, where they've reported to the Board providing strategic leadership and governance in all areas of financial management. The GCFO will play a pivotal role in identifying opportunities for business improvement and development across the organisation to increase efficiencies and cost effectiveness with an eye to driving a positive service culture.

The successful candidate will ensure sustainable growth, innovation and stability within each of the AnglicareSA service lines and be an advisor to the CEO, Executive, the AnglicareSA Board and the AnglicareSA Housing Boards and subcommittees of the Board. The role is accountable for the financial planning, management reporting, accounting and financial management systems and accounting operations for the organisation.

We welcome applications from seasoned professionals who have reported to Boards and have a commercial mindset with a social heart, taking an entrepreneurial approach to identifying opportunities and driving financially sustainable growth (in alignment with AnglicareSA's values and purpose).

This is an exciting opportunity to play a crucial part in shaping the social services sector in South Australia and change South Australian lives for the better. Postgraduate qualifications in Business/ MBA and Degree level qualifications in Accounting, Commerce or Financial Management are essential and CA or CPA Membership desirable. [www.anglicaresa.com.au](http://www.anglicaresa.com.au)

For a copy of the position description visit the VUCA website [www.vuca.com.au/gcfo](http://www.vuca.com.au/gcfo), and for a confidential discussion regarding the CFO position, please contact VUCA Senior Associate, Ms Patricia Williams on 0438 388 530.

Applications, including your current CV and a letter of introduction are to be forwarded in Word format to [gcfo@vuca.com.au](mailto:gcfo@vuca.com.au).

**Applications close 5pm Sunday 22nd August 2021.**

## Position description

<b>Job Title:</b>	<b>Group Chief Financial Officer</b>
<b>Reporting to:</b>	Chief Executive Officer
<b>Portfolio &amp; program</b>	Corporate Services
<b>Direct reports:</b>	Final reporting structure to be determined, Financial Controller, Business Lines Senior Financial Managers, Senior Treasury Analyst, Executive Assistant.
<b>Working relationships:</b>	CEO, Executive General Managers, Finance Team

## Position summary

The primary objective of this role is to provide strategic leadership on AnglicareSA's financial management and governance, to ensure sustained growth, innovation and stability.

This includes being an advisor to the CEO, Executive, the AnglicareSA Board and the AnglicareSA Housing Boards and subcommittees of the Board. The role is accountable for the financial planning, management reporting, accounting and financial management systems and accounting operations for the organisation.

## Key result areas and responsibilities

### Strategic & Financial Management

- Proactively contributing to the strategic direction of the business, developing and presenting well researched business cases that incorporate analysis of macroeconomic trends and market information.
- Providing leadership in planning, directing, developing and administering the financial activities of the business.
- Ensuring the provision of detailed analysis and information to inform key business decisions.
- Overseeing compliance and corporate regulatory requirements.
- Proactively and strategically managing and enhancing the organisations assets.
- Create, coordinate, and evaluate the financial programs and systems of the organisation to include budgeting and asset management.
- Oversee the approval and processing of income, expenditure, department budgets, general ledger and account maintenance.
- Collect, analyse and provide accurate and timely financial reports and forecasts for the whole organisation so as to provide a clear insight into its financial condition.
- Develop and implement finance, accounting, billing, and auditing policies and procedures including delegations of authority.
- Establish and maintain appropriate internal control safeguards and

reporting, in accordance with generally accepted auditing standards.

- As part of the Executive Management team identify opportunities for business improvement and development across the organisation to increase efficiencies and cost effectiveness.
- Provide data and financial analysis to contribute to the decision making and preparation of applications for tenders and government funding.

### Operational Management

- Directing the establishment of financial/accounting principles, procedures and practices in line with legal and corporate requirements.
- Ensuring that the performance of the organisation is protected through the establishment of effective financial controls, implementing and maintaining appropriate management accounting and reporting systems & controls, budgetary controls and expenditure procedures.
- Develop financial budgets which align with the strategic plan, manage assets and resources efficiently, and maintain expenditure within the allocated budget.
- Ensure the implementation and ongoing review of strategic and operational plans for the department.
- Ensure quality systems are implemented and maintained for continuous improvement.
- Ensure delivery of high level of customer service and satisfaction.

### People Leadership

- Provide outstanding leadership by establishing direction and clarity for the Finance team which is aligned to our vision, purpose and values.
- Promote and lead a learning, high achievement and performance culture within the portfolio.
- Lead, coach and mentor direct reports and other relevant staff in the performance of their duties, monitor performance and provide timely and effective feedback/supervision.
- Mentor and lead the Finance team, creating and encouraging a positive, supportive and collaborative culture for both staff and customers.
- Working closely with People and Culture provide training and development opportunities, ensuring compliance with mandatory training requirements.
- Establish and maintain effective communication and consultation processes to enable a positive work environment.

### Relationship Building

- Maintaining and enhancing important relationships with key internal and external stakeholders.
- Stay abreast of industry developments by maintaining relationships with legislative bodies, other Anglicare organisations, networks and other organisations.
- Provide organisational financial advice to managers on strategic and operational issues.
- Provide financial expertise and advice to the Executive team and Boards.

## Work Health and Safety (WH&S)

- Contribution to the positive growth of the organisation's safety culture through active participation in safety initiatives, such as proactive identification and reporting of incidents, hazards and near miss events
- Ensure processes are in place for work to be carried in a safe manner and that Work Health and Safety action plans are developed and implemented, with regular workplace inspections and audits being conducted
- Ensure all reported workplace incidents, including near misses, hazards and accidents, are investigated, risks are assessed and control measures are implemented in consultation with Work Health & Safety Representatives and staff
- Support and rehabilitate injured workers in accordance with AnglicareSA Injury Management Manual and associated policies and procedures.

- Actively participate in performance reviews, performance development, training (including Work Health and Safety and fire safety) and supervision opportunities.
- Have evidence of the right to work in Australia.

- National Police History check
- Willing to work at other sites as required
- Current flu vaccination
- Out of hours guidance and attendance may be required

## Your obligations

- Embrace and integrate AnglicareSA's Vision, Purpose and Values into the role.
- Support AnglicareSA's commitment to reconciliation between Aboriginal people and other Australians as outlined in our Reconciliation Action Plan. This includes, but is not limited to, the engagement and participation of Aboriginal people, and the provision of culturally competent, respectful services and system responses.
- Be physically and mentally capable and report to work in a fit state to perform all duties.



## Knowledge, Skills and Abilities

### Qualifications

- Postgraduate qualifications in Business/MBA (essential).
- Tertiary qualifications in Accounting, Commerce or Financial Management (desirable)
- Membership of the Institute of Chartered Accountants (CA) or Certified Practising Accountants (CPA) (desirable).

### Skills and Abilities

- Extensive experience controlling and directing the finance function of a large organisation, ideally NFP.
- Experience working as part of the executive team, actively assisting the operations of the business to build capacity and plan for future business development. Experience reporting to Boards and their sub-committees is essential.
- Highly demonstrated strategic input and change experience from both a financial and business perspective.
- Extensive knowledge of finance, accounting, budgeting and cost control principles, including automated financial and accounting reporting systems.
- Ability to analyse financial data and prepare financial reports, statements and projections.
- Ability to forecast proactively and produce real time reporting including “fast close” month ends, split month reporting and service tailored reporting to ensure time efficient reporting.

- Experience in a service organisation with understanding of client model of operation (aged care experience desirable).
- Experience operating within government regulated and legislated operational environments, or experience providing reporting accountability to stakeholders.
- High level written and verbal communication skills as well as proven strengths in negotiation, collaboration, networking, report writing, lateral thinking and problem solving.
- Capacity to work with a diverse array of stakeholders including those with varying abilities.
- Knowledge of WHS & injury management responsibilities at a management level.

## Living & Working in Adelaide, South Australia



Adelaide is one of the most liveable cities on the planet. It is well known for its arts festivals, fine foods and wine, retail and dining experience and spirit of entrepreneurship and innovation. It has an advanced economy, world class universities and a flourishing multicultural heritage. Adelaide is the traditional home of the Kaurna people and has a strong indigenous culture today.

### Lifestyle

Adelaide is known for its **Mediterranean style climate**, where the weather is pleasant and moderate most of the year. Year-round big blue skies mean average winter temperatures of 16 degrees Celsius (°C) and 28°C in summer. Hot days can be real sizzlers and easily reach 40°C though!

Adelaide is a city that offers the physical and emotional space to breathe. There is a sense of freedom here – of expression, of movement, of thought. With a **diverse and eclectic array of accessible experiences**, it's a city that allows time for immersion, paired with a sense of space and freedom that actively encourages true indulgence.

The Adelaide Hills which are home to many villages, towns, wildlife parks and natural resources to explore, are less than half an

hour drive from the City Centre. You'll never be far away from some of the most **pristine beaches** and water sanctuaries in the world, with almost 30km of beaches bordering Adelaide. Our beaches are famous for the beautiful waters and wide sandy foreshores. Beachside areas like Glenelg, Brighton and Henley Beach are only 15 minute drives from the City and offer **cosmopolitan hearts with retail and dining opportunities**.

Within short drives from the city centre are Port Willunga where you can scuba dive in natural and man-made reefs, Port Adelaide where you can frolic with dolphins and St Kilda where you can wander the mangroves and natural reserves, also home to Dolphins and other Australian fauna.

A number of international measures rate metropolitan Adelaide highly for liveability, quality of life and cost of living.

The Economic Intelligence Unit undertakes an annual Liveability Ranking and Overview of 140 cities around the world and Adelaide has in recent years consistently ranked 5th in the world. The Property Council of Australia undertakes its own annual survey on liveability of Australia's top 10 biggest cities. In this survey Adelaide is ranked second only to Canberra, our nation's capital, and above all other capital cities. The Mercer Quality of Living Survey compares global cities and is primarily used to inform multi-national companies regarding optimal office locations and employee conditions. Adelaide was most recently listed as 29th in the World and has consistently ranked highly in this survey. Mercer's Cost of Living Report measures the comparative cost of over 100 items and Adelaide continues to outperform other Australian Capital Cities in this report.

## Regional Experience

**The regions surrounding Adelaide offer a unique experience with gourmet food offerings, internationally renowned wine, villages to explore and wildlife and natural attractions.**

Adelaide is a city that lives well beyond its conveniently designed square mile epicentre, flowing seamlessly into world-famous wine and food regions such as Barossa, just an hour's drive north, or coastal escapes in the Fleurieu or Yorke Peninsula. You'll be spoilt for choice.

Travel another hour north and you'll reach the Clare Valley, which is famous for its Rieslings. The Adelaide Hills has some stunning whites and there's McLaren Vale and Langhorne Creek on the Fleurieu Peninsula – about an hour's drive south of the city. Drive yourself or join a guided tour of Adelaide and its surrounds - the choice is yours. Take a road trip and discover the reds from the Coonawarra on the Limestone Coast.

Kangaroo Island is an iconic destination, just two hours' drive and a short ferry ride south of Adelaide. It has pristine beaches, unique wildlife, awesome sunsets and fantastic food and wine.

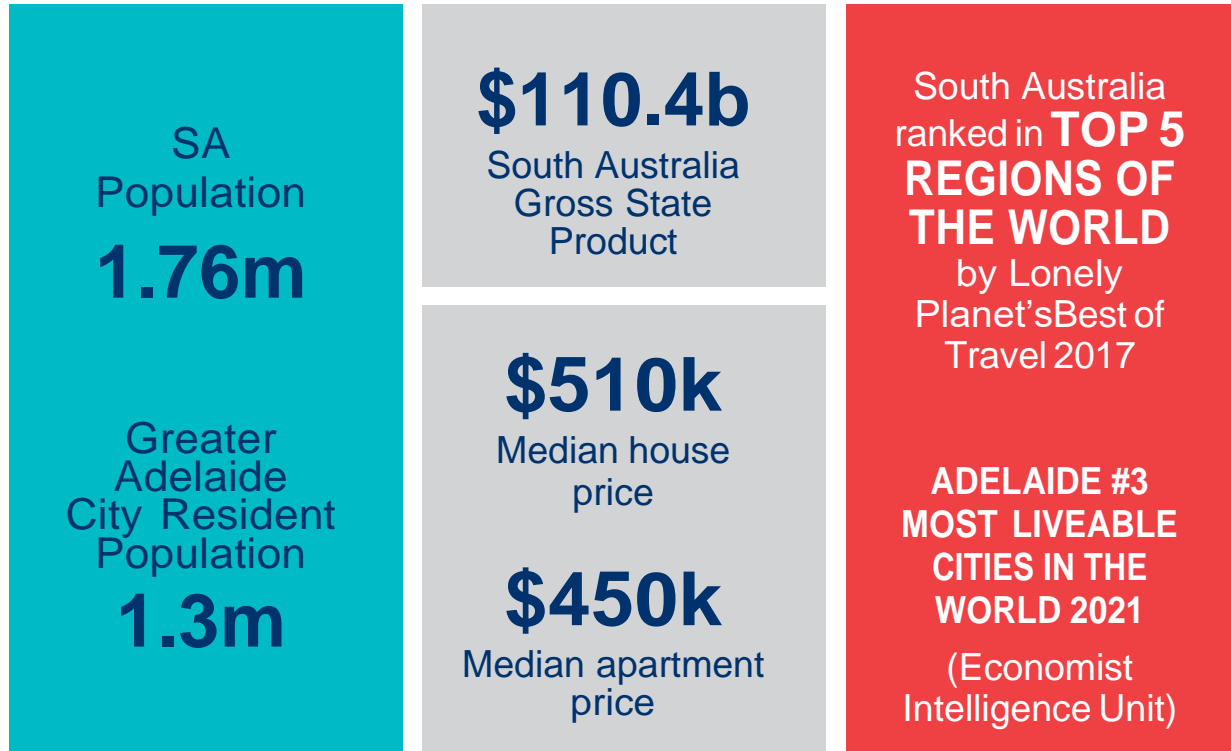
## One of the world's most liveable cities

Adelaide offers a relaxed, easy-going lifestyle, and is rated as one of the top 10 liveable cities in the world (Economist Intelligence Unit). It is located in a beautiful region of South Australia, which is also ranked in the top 5 of the world's regions.

## Australia's most affordable mainland capital

Your money will go much further in Adelaide. Studies show it costs 21% more to live in Melbourne and 23% more to live in Sydney than Adelaide. Adelaide is around 4% cheaper than Brisbane and Perth (2016 Economist Intelligence Unit), meaning you will have more money to discover Australia during your weekends and holidays.

## South Australia & Adelaide, Fast Facts



## Contact information

For a confidential discussion regarding the Group Chief Financial Officer position, please contact VUCA Senior Associate, Ms Patricia Williams on 0438 388 530 during business hours.

**Please forward your letter of application and CV in MS Word to [gcfo@vuca.com.au](mailto:gcfo@vuca.com.au)**

**Applications close 5pm Sunday 22 August 2021.**

## Important Information

Please note that VUCA Trusted Advisors believes that while the information contained in this document is true to the best of the Company's knowledge at the time of writing, such information may change without notice. Further, the information herein is the property of the Company and must not be published or attributed unless explicitly agreed.

## AnglicareSA at a glance 2019-2020



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