



Head Office
Level 16, 70 Franklin Street
Adelaide 5000
South Australia
www.vuca.com.au

Candidate Briefing

Chief Financial Officer
September 2021



Table of Contents

<i>Our Story</i>	3
Our Beliefs and values	3
What does 'care' mean at St Basil's?	4
Who is St Basil?	4
<i>Message from our CEO</i>	5
<i>The Advertised Role</i>	6
<i>Position Description</i>	7
Role Context.....	7
Key Results Areas & Key Accountabilities	8
Performance Measures	9
Key Challenges.....	9
Key Knowledge, Skills & Experience	9
Qualifications.....	10
Professional Development	10
Work Health & Safety.....	10
Other	10
General Requirements of All Employees	11
<i>Living & Working in Adelaide, South Australia</i>	12
<i>South Australia & Adelaide, Fast Facts</i>	13
<i>Contact Information</i>	14
<i>Important Information</i>	14



Our Story

St Basil's Homes (SA) provides aged care facilities and services to South Australians under the auspices of the Greek Orthodox Church.

You will find a St Basil's aged care facility in most States of Australia, however the three South Australian facilities - Croydon Park, St Peters and Aegean Village at Christie Downs - are incorporated under St Basil's Homes (SA) and independently managed with a governing Board and executive management.

Our Beliefs and values

At St Basil's we believe that all people regardless of ethnicity, race, gender and age are entitled to high quality aged care. Our staff work individually with each resident, their loved ones, and a team of health professionals, to ensure that our residents needs are understood and met.

Our residents have spent their lifetimes building families and communities; we remember this contribution with our gratitude and demonstrate our respect through our commitment to making sure that our residents can live well at any age.

At St Basil's we strive to provide the best quality care and always ensure that our values of courtesy and kindness shine through in everything we do.

At St Basil's we strive to ensure our values of courtesy and kindness shine through in everything we do.



What does 'care' mean at St Basil's?

When we talk about 'care' at St Basil's we mean more than clinical care. For us, it's about providing care that ensures our residents health, spiritual, emotional, social, nutritional, and physical needs are all met.

Living well at St Basil's requires a team approach from our experienced staff who work closely with our residents, their loved ones and health providers to deliver the very best care for our residents to ensure they are living well, their way.



Who is St Basil?

St Basil the Great (329-379AD) is honoured in the Eastern Orthodox, Roman Catholic, Anglican and other Christian Churches for his role in shaping Christianity.

St Basil was one of the three Hierarchs of the Eastern Orthodox and Roman Catholic Churches, known as the first Bishop to establish orphanages and homes for the elderly and for his generosity and care of the poor and underprivileged. His devotion to acts of charity and his community lie at the heart of St Basil's Homes.

"A good deed is never lost; he who sows courtesy reaps friendship, and he who plants kindness gathers love." St Basil

For more information visit www.stbasils.com.au

Message from our CEO



Thank you for taking the time to consider joining the St Basil's team.

At St Basil's we believe that everyone, no matter who they are or where they come from, deserve the very best aged care.

In everything that we do, we ensure that our residents are 'living well', their way and we do this with courtesy and kindness. Our values of courtesy and kindness underpin all that we do – from the care we give to our residents, to the way we work together as a team.

We know that by living our values and respecting one another, we can continue to build a good work culture that not only benefits each of us, but our St Basil's community.

The aged care sector is facing a challenging future and the Royal Commission recommendations will change the aged care landscape and the way we operate within it.

As an organisation, we support these recommendations and see this as an opportunity to change the way we deliver aged care services into the future.

We have been on our own journey of improvement and change since 2020 as we adapted to our new COVID world and worked to meet and exceed the aged care quality standards.

I am proud of our team and how we have worked together through some challenging times to ensure our residents stayed safe and continued to live well, their way.

If you are looking for an opportunity to really make a difference, can embrace and drive change, and want to be part of a supportive team environment – we look forward to meeting with you.

Michelle Church
Chief Executive

The Advertised Role

CHIEF FINANCIAL OFFICER

- ▶ **Adelaide, Australia's most liveable city**
- ▶ **Make a difference**

Established in 1984, St. Basil's Home for the Aged provides culturally appropriate high quality residential care for over 200 residents across 3 sites including Christie Downs, Croydon Park and

St Peters. We also operate culturally appropriate day respite support. In everything that we do, we ensure that our residents are Living Well, their way, so that their life at St. Basil's is as close as possible to the life that is most familiar and pleasing to them. We do this with courtesy and kindness.

Reporting to the CE, we are seeking a Chief Financial Officer accountable for the management of the organisation's Corporate Services Division which includes portfolios for Finance, Information Systems & Technology, Procurement and People & Culture.

Key accountabilities include:

- ▶ financial management, budget, accounting, payroll, internal audit, risk management and quality assurance functions
- ▶ workforce strategy and workforce systems
- ▶ oversee and develop organisational systems that support compliance, effective operations, risk management and accreditation
- ▶ business systems improvement

Through exceptional knowledge and skills when it comes to collaboration and team building, the successful candidate will have proven ability in fostering a culture of innovation, learning and continuous improvement amongst the team, drawing on modern technologies and data to streamline business systems and procedures. Your strong interpersonal skills, written and verbal, enable you to keep people connected and engaged and build and maintain purposeful relationships at all levels.

You will demonstrate a high degree of professional integrity and sound judgement to problem solving, being results oriented and making decisions based on accurate and timely analysis. This role requires a CPA, CA or IPA qualification or equivalent and relevant postgraduate qualifications are desired together with a minimum 10 years' experience in a similar role.

For details of the Position Description visit www.vuca.com.au and click on the Services & Products tab. For further enquiries, contact VUCA Senior Associate, Ms Patricia Williams on 0438 388 530 for a confidential discussion during business hours. Please forward your letter of application and CV in MS Word format to sbcfo@vuca.com.au by **COB Friday 17th September 2021**.

Position Description

Role title:	Chief Financial Officer
Facility:	Corporate Office
Reporting to:	Chief Executive
Direct Reports:	Finance, ICT, Human Resources and Admin
Key Relationships:	Maintains positive, kind, professional, respectful and courteous relationships with all people living, working and visiting the workplace.

Role Context

The Chief Financial Officer is accountable for the management of the organisation's Corporate Services Division which includes portfolios for Finance, Information Systems & Technology, Procurement and People & Culture. You will be responsible for providing sound financial management, planning, accounting and budgeting practices that create value, minimise risk and liabilities, and enhance the overall financial position of the organisation in support of its strategic objectives,

This includes being an advisor to the Chief Executive, Executive and through the Chief Executive to the St. Basil's Board and subcommittees of the Board.

Reporting to a progressive Chief Executive as a key member of the executive team, you will ensure the effective and efficient management and operation of St Basil's Homes (SA) in accordance with the values and strategic direction of the organisation. You will do this with courtesy and kindness which are the values underpinning our decision making and interactions with our residents, families, colleagues and the broader community.

The position is based at St Basil's Homes (SA) Corporate Office, and you will be required to work at any/all of the properties owned and/or run by the organisation from time to time.

Key Results Areas & Key Accountabilities

Lead the strategic direction, planning, decision making and overall performance of the Corporate Services Team including Finance, HR, ICT, Procurement and Administration to provide efficient and effective delivery of services in each portfolio and five-star customer service to both internal and external stakeholders.

- ▶ Planning and overseeing the financial operations of the organisation including budget formulation, reporting, forecasting, and submission of statutory returns.
- ▶ Preparing end of year accounts in accordance with the relevant accounting standards and manage the external audit of these accounts.
- ▶ Develop, implement and maintain a financial management framework which promotes effective governance of fiscal responsibilities.
- ▶ Preparing and tabling of monthly management reports including variance reporting to the Business & Finance Committee.
- ▶ Responsible for the management of refundable deposit balances or accommodation bond balances in accordance with the Fees and Payments Principles 2014 Providing advice on financial and investment strategies and analysing impact on funding and performance needs. Ensuring that all financial policies, systems, procedures, practices and reports conform to fiscal, statutory and legal obligations. Preparing business cases for capital projects. Representing the organisation in financial negotiations with other organisations.
- ▶ Responsible for effective workforce management that ensures compliance with set budgets and master rosters.
- ▶ With the support of the ICT Manager, develop strategies and execute the use of corresponding architecture that is consistent with organisational objectives.
- ▶ Develop and implement strategies that enable the identification, readiness and response to areas of risk associated with ICT infrastructure.
- ▶ Oversee the successful implementation of the Tech Strategy Roadmap.
- ▶ Ensure systems are in place to ensure best use of data that supports a culture of data driven decision making.
- ▶ Optimise integration of software systems.
- ▶ Rationalised procurement processes through a preferred provider register.
- ▶ Developing and managing standardised administrative processes.
- ▶ Evaluating systems and procedures in a regular and ongoing manner, to ensure a best practice approach in their continual development and enhancement.
- ▶ Managing Corporate Services personnel.
- ▶ Liaising with all stakeholder groups to ensure appropriate and responsive Corporate Services are in place.

Performance Measures

Key performance measures will be agreed annually with the Chief Executive, but the following are ongoing performance expectations:

- ▶ Demonstrate professionalism and technical knowledge require to perform the job successfully.
- ▶ Duties and tasks are consistently completed in timely manner with the desired level of quality.
- ▶ Demonstrate problem-solving – identify, register and resolve issues and assist in developing workable solutions.
- ▶ Actively maintain the knowledge and competencies – contribute to own professional development by attending relevant training and identifying and accessing self-education ensuring that current knowledge and development in relevant clinical areas.
- ▶ Contribute to building a culture of appreciation through emphasising and acknowledging the positive work and contribution of others.

Key Challenges

- ▶ Working across multiple sites when required

Key Knowledge, Skills & Experience

- ▶ Senior Executive experience of at least 5 years within the aged care industry or other relevant applicable commercial experience.
- ▶ A minimum 5 years' experience in Finance and Administration Management.
- ▶ In depth knowledge of financial reporting, audit and regulatory compliance.
- ▶ Demonstrated ability to provide a five-star customer experience and be forward thinking.
- ▶ Ability to problem solve and work independently to manage multiple projects and tasks simultaneously and with competing timeframes.
- ▶ Proven ability to use initiative and judgement to analyse problems, think logically and analytically and to provide practical effective solutions.
- ▶ Highly developed organisational and administrative skills, ability to meet deadlines and work autonomously.
- ▶ Ability to drive positive team culture.
- ▶ Strong understanding of Information Systems.
- ▶ Understanding of industry trends.
- ▶ Knowledge of regulatory requirements within the Aged Care sector.
- ▶ A good understanding of Aged Care customer service concepts.
- ▶ Well-developed interpersonal and communication skills.
- ▶ Proven ability to work as a member of a leadership team.
- ▶ Proficient in the use of Microsoft Office programs.
- ▶ Sound organisation and time management skills
- ▶ Good documentation skills.

- ▶ Demonstrated personal values that align with St Basil's Homes (SA) vision, mission and values.

Qualifications

- ▶ CPA, CA or IPA qualification or equivalent
- ▶ Relevant postgraduate qualifications

Professional Development

- ▶ Maintain own professional development
- ▶ Attend seminars/workshops as required.

Work Health & Safety

The incumbent has the responsibility to comply with and meet all obligations contained in: -

- ▶ Workplace Health and Safety (WHS) Legislation
- ▶ Related WHS responsibilities; and
- ▶ The organisations WHS policies and procedures as may apply from time to time.
- ▶ Ensuring the work environment is clean, safe and work requirements are met in accordance with the St Basil's Homes (SA) philosophy, mission and vision statements and the policy and procedure manuals;
- ▶ Actively promote work practices that lead to good health and safety performances;
- ▶ Promoting a harmonious work environment and recognising that every staff member plays an important role in the provision of a high standard of total care for each resident;
- ▶ Participating in risk identification, housekeeping and hazard control procedures;
- ▶ Active participation in continuous quality improvement activities to assist in achieving the organisation's Quality Plan objectives;

Other

- ▶ National Police Clearance obtained for working unsupervised with vulnerable people / in aged care.
- ▶ Evidence of the current Seasonal Influenza and COVID Vaccination.
- ▶ Unlimited working rights within Australia.

General Requirements of All Employees

- ▶ Uphold St Basil's values of courtesy and kindness in everything you do.
- ▶ Maintain privacy and confidentiality and not access or share information other than in connection with performance of your role.
- ▶ Work in accordance with St Basil's Code of Conduct, and policies, guidelines and procedures and all legislative requirements, the Aged Care Quality Standards and Charter of Aged Care Rights.
- ▶ Maintain a safe work environment and demonstrate a commitment to the Work Health and Safety (WHS) responsibilities as defined in legislation and St Basil's policies, guidelines & procedures.
- ▶ Ensure a safe environment exists for yourself, residents, visitors and other employees.
- ▶ Report any incidents or hazards in accordance with St Basil's policies, guidelines and procedures.
- ▶ Participate in St Basil's performance development program and attend all designated training
- ▶ Perform further, other or alternate duties from time to time provided they are within the employee's skills and capabilities and within the overall scope of the role.

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this role. They are not intended to be an exhaustive list of all responsibilities, duties and skills.

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 Kurna 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:

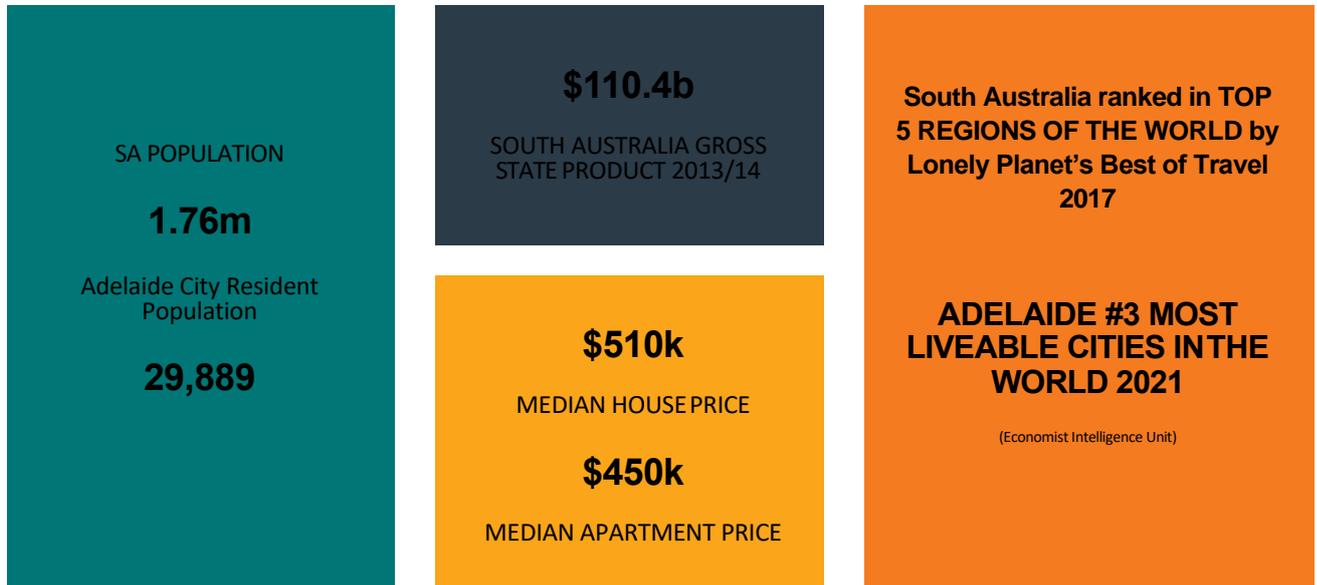
The regions surrounding Adelaide offer a unique experience with gourmet food offerings, internationally renowned wine, villages to explore and wildlife and natural attractions.

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.

South Australia & Adelaide, Fast Facts



One of the world's most liveable cities

Adelaide offers a relaxed, easy-going lifestyle, and is rated as the world's 3rd most liveable city 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.



Contact Information

For a confidential discussion regarding the Chief Financial Officer 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 sbcfo@vuca.com.au

Applications close COB Friday 17th September 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.