



Position Title: General Manager, Finance and Corporate Affairs / CFO

Reports To: Executive Director / CEO

Classification: EL2

Purpose of position:

The General Manager, Finance and Corporate Affairs / CFO has a key leadership and management role working in partnership with the portfolio areas in Cancer Australia. The position is responsible for the oversight and management of Cancer Australia's Finance, Corporate Affairs, compliance and Human Resources functions, by providing strategic direction and leadership to ensure the efficient achievement of Cancer Australia's organisational and operational goals.

Reporting to the CEO, and as a member of the Senior Management Team, the General Manager, Finance and Corporate Affairs / CFO is responsible for leading the provision of essential support services to the organisation. The span of control in the role includes: financial management (including as the Chief Financial Officer (CFO)) property and facility services; information and communications technology (ICT) development and services; agency security and compliance; human resources and organisational support services.

The role involves managing a small in-house team and contractors/consultants.

The position contributes strongly to the strategic direction of Cancer Australia through leadership in external accountability planning and through risk-based internal control systems leveraging off development of contemporary systems and management strategies that facilitate the linkages between the corporate functions and Cancer Australia's portfolio areas.

Key accountabilities include:

- Provide strategic advice on all aspects of Finance and Corporate Affairs to the CEO.
- As Chief Finance Officer (CFO), lead and oversight Cancer Australia's financial administration, including the preparation of financial statements and financial compliance activities.
- Accountable for the provision of efficient and effective corporate services delivery in keeping with Australian Government policy, legislation and other accountability requirements, including as the Agency Security Advisor.
- As the Head of ICT, lead ICT strategies that enhance the efficiency and effectiveness of Cancer Australia's operations.
- As the Head of human resources, lead the development of a shared culture and digitally enabled workforce.
- Represent Cancer Australia effectively at high level engagements, including maintaining strong relationships across relevant government agencies.
- Provide leadership and participate as a member of the Senior Management Team.

Specified Finance responsibilities:

- Accountable for the preparation and delivery of succinct, relevant, timely and useable financial management reports and the preparation of Cancer Australia's annual financial statements.
- Accountable for the implementation of changes to the Australian Accounting Standards and PGPA Financial Reporting Rule that has an impact on Cancer Australia.
- Accountable for the Finance and Corporate and Capital budgets.
- Accountable for the coordination of the Audit Committee, including preparation of papers, CFO report and manage the ongoing relationships with the Audit Chair and Committee Members.

Specified Corporate Affairs responsibilities:

- Accountable for the management and coordination of Cancer Australia's human resources management, records management, information technology and communication requirements, leasehold properties, facilities management and corporate support services.
- Accountable for Protective Security Policy Framework, the Risk Management Framework and Fraud Control in accordance with Commonwealth policy.
- Accountable for Legislative / Commonwealth Compliance Reporting.
- Co-ordinate responses to legal issues that may arise for Cancer Australia.

Qualifications and skills:

Qualifications/background

Relevant tertiary qualifications such as finance, human resources, management or a related field and membership of an appropriate professional body will be favourably regarded.

- Chartered Accountant/Certified Professional Accountant qualifications are essential.
- Demonstrated high level operational strategic thinking and equivalent conceptual, analytical, planning and management skills.
- Extensive knowledge of and experience of working in, the APSC's corporate governance frameworks.
- Demonstrated ability to manage people and build and lead a team that is focused on providing service and achieving organisational outcomes.

Essential skills/experience

- A strong professional authority and credibility, with a high level of emotional intelligence, which engenders commitment and professionalism in others
- Knowledge of government agency statutory requirements including the Public Governance Performance and Accountability Act and extensive experience in providing leadership and direction on financial, human resources and corporate management matters
- Highly skilled in the preparation, delivery and development of succinct, relevant, timely and useable financial and management reports
- Experience in leading and managing a team, including supporting and developing staff
- Ability to enhance the capabilities and financial literacy of staff and managers within the organisation, through the development of integrated processes and related training
- Ability to plan and coordinate the internal budget processes

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- Ability to maintain stakeholder relationships including those with the Department of Health, Department of Finance and the Australian National Audit Office
- Ability to demonstrate the following capacities and behavioural attributes in their approach to their work:
 - Contributes to Strategic Thinking
 - Achieves results
 - Supports productive working relationships
 - Displays personal drive and integrity
 - Communicates with influence.

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POSITION DESCRIPTION

Deputy Chief Executive Officer

Classification: SES Band 2
Location: Sydney
Vacancy Type: Ongoing
Position No: 20015005
Reports to: Chief Executive Officer

Contact Officer

Name: Professor Dorothy Keefe
Chief Executive Officer

Contact details: s47f, or

s47f

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POSITION DESCRIPTION: Deputy Chief Executive Officer

The Agency

Cancer Australia is a specialist agency providing national leadership in cancer control across the continuum of care.

Cancer Australia's purpose is to minimize the impact of cancer, address disparities, and improve the health outcomes of people affected by cancer. Cancer Australia achieves its purpose by promoting appropriate cancer care, funding priority research, strengthening national data, and providing information about cancer to the community

Cancer Australia works closely with the Department of Health, which has responsibility for improving the detection, treatment and survival outcomes for people with cancer.

As a Commonwealth government agency in the Health portfolio, Cancer Australia is committed to making a difference for all Australians with cancer and their families, across all cancers; and to achieving excellence in all that it does.

The Role

The Deputy Chief Executive Officer works closely with and supports the CEO in providing strategic leadership and direction to the Agency. As a key member of the executive leadership team, the Deputy CEO drives performance across the Agency and ensures alignment of activities with the strategic direction and priorities of the Agency.

The Deputy CEO's responsibilities include:

- the provision of high-level policy advice to the CEO and for the Minister for Health;
- planning, developing and overseeing the implementation of significant government initiatives;
- strategic and business planning;
- sustaining a high-performance work culture;
- leading and directing change management in the Agency;
- building and maintaining strong working relationships with key stakeholders, including state and territory governments and major non-government organisations;
- representing the Agency in a wide range of public forums.

The heads of two divisions (Head, National Cancer Control and Head, National Research & Data) report directly to the Deputy CEO.

The Person

To be successful in the role, high-level policy advisory experience in the public sector and a sound understanding of the expectations of Government are necessary. Extensive management experience at a senior executive level is also essential. It includes experience in providing strategic leadership and direction, and in building the capability of an executive team and the Agency more broadly.

The successful candidate will also be expected to demonstrate:

- Professional authority and credibility, building leadership legitimacy through honest and authentic relationships;
- The ability to inspire confidence and operate effectively in dynamic and quickly changing environments, including the ability to lead and support teams through change;
- Keen intelligence, persuasiveness and the influence necessary to deliver effective leadership;
- Astute judgement and political awareness;
- An exceptional results orientation, resilience and a positive approach to issue resolution, with a focus on nurturing relationships to ensure an inclusive and collaborative approach;
- First-class communication and representational skills with the ability to build understanding and trust;
- Outstanding stakeholder engagement skills;
- The ability to positively influence the culture and capability of the Agency; and,
- A proactive approach to professional and organisational development with the ability to engender enthusiasm and professionalism in others.

Selection Criteria

Candidates should be able to demonstrate the following capabilities and behavioural attributes in their approach to their work.

1. Shapes strategic thinking

- Inspires a sense of purpose and direction
- Focuses strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and common sense.

2. Achieves results

- Builds and drives organisational capability and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Ensures closure and delivers on intended results.

3. Cultivates productive working relationships

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides mentors and develops people.

4. Exemplifies personal drive and integrity

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development.

5. Communicates with influence

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively.

Qualifications

Appropriate tertiary qualifications are required. Post-graduate qualifications in sciences, public policy and/or government administration and executive management will be well regarded.

Remuneration

This is a critical senior appointment and the remuneration packages will therefore be structured to attract and retain outstanding appointees. The packages will include an attractive base salary, executive vehicle cash out allowance, non-cash benefits (which could include parking, airport lounge membership, IT equipment) and employer sponsored superannuation.

Location

The position is based in Sydney, however, a Canberra-based candidate may be considered.

Assistance with Relocation

Assistance with removal expenses and/or short-term accommodation assistance may be provided if interstate relocation is involved.

Other Conditions

To be employed by Cancer Australia applicants must be Australian citizens or have permanent residency status pending the granting of Australian citizenship.

This is a position of trust and successful candidates will be subject to a security clearance.

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