

POSITION DESCRIPTION



Position Summary	
Role Title	Fractional Chief Financial Officer (CFO) Contract Executive Opportunity Approximately 1–2 days per week
Reports to	Chief Executive Officer (CEO)
Award	Contract (Not covered by SCHADS)
Classification	N/A
Employment	Full time <input type="checkbox"/> Part time <input type="checkbox"/> Contract <input checked="" type="checkbox"/> (Fractional, Executive Engagement)
Location	Flexible – with travel required across YWAHS catchment area as needed

Our vision

Aboriginal people enjoy their culture, family, work and community life in a safe environment free from violence.

Our mission

Prevent and eliminate family violence so that individuals, families and our communities can live free from violence. We do this through wrap-around services and programs that support healing and cultural

Cultural statement

- Aboriginal and Torres Strait Islander peoples have the oldest continuous cultures in the world.
- YWAHS celebrates and takes pride in the rich spiritual connection, cultural values and practices of Aboriginal and Torres Strait Islander peoples.
- We celebrate the significant contributions made and cultures shared to enrich all communities.
- We acknowledge and respect the special place of the Traditional Owners.
- We appreciate and value the opportunity to live, work and thrive on their lands.

Our principles and values

SELF DETERMINATION A fundamental principle and practice that supports the exercise of true freedom. Full and total control of Aboriginal and Torres Strait Islander peoples' safety, healing, connections to land, country, culture, communities, and futures.

FREE FROM VIOLENCE Everyone has the right to live free from family violence and the fear of family violence.

CULTURAL RESPECT Recognising the cultural diversity that exists among our staff, clients and their families. Respecting the rights, views, values and expectations of Aboriginal and Torres Strait Islander peoples.

HOLISTIC APPROACH Encompassing the wellbeing of an individual, family and community. Recognising not only the physical but the social, cultural, spiritual, emotional and environmental influences of health and wellbeing.

INTEGRITY, TRUST and HONESTY in all our activities. Treating everyone equally, with courtesy, honesty respect and fairness. Being non-judgemental, and modelling ethical behaviour and practice.

ACCOUNTABILITY and PROFESSIONALISM Commitment to delivering safe and professional services to the community. Ensuring cultural appropriateness. Respecting personal and diverse boundaries and practices. Delivering outcomes for clients, community and the organisation.

COLLABORATIVE RELATIONSHIPS with our clients, community, partner agencies, governments and stakeholders to ensure coordination.

KINDNESS, COMPASSION, COURTESY and DIGNITY in our relationships with our clients, our stakeholders and with each other. Valuing the diversity of people and showing proper regard for their interests and **HUMAN RIGHTS**.

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CHILD SAFE YWAHS is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement. YWAHS is an equal opportunity employer and has a smoke-free workplace policy.

MARAM This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 1) which requires mandated MARAM Family Violence Comprehensive training and MARAM Comprehensive responsibilities.

Role Purpose

The Chief Financial Officer (CFO) provides strategic financial leadership to YWAHS, partnering with the Chief Executive Officer, Board and Executive Leadership Team to strengthen the organisation's long-term financial sustainability, governance and strategic decision-making.

The CFO is responsible for guiding the organisation's financial strategy, strengthening financial governance, supporting informed organisational decision-making and identifying opportunities to enhance financial sustainability through innovation, revenue diversification and strategic investment.

Working collaboratively with the Finance Lead (Operations), the CFO provides executive oversight of the finance function, ensuring operational financial management is supported by strong governance, forward planning, financial modelling and best practice financial leadership.

The CFO plays a key role in supporting organisational growth, strengthening internal capability and developing sustainable financial models that support self-determination and long-term community outcomes. Through mentoring, collaboration and strategic leadership, the role contributes to building a resilient finance function and a financially sustainable organisation.

The position is designed as a fractional executive role, providing strategic financial leadership while partnering with the Chief Executive Officer and Finance Lead (Operations) to strengthen organisational capability, governance and long-term financial sustainability.

Key Accountabilities

Strategic Leadership

- Develop, implement, and guide long-term financial strategy
- Contribute to organisational strategic and operational planning
- Support development of sustainable funding models and revenue diversification
- Provide strategic financial advice to CEO and Executive
- Monitor financial performance against strategic objectives
- Support the CEO and Board in long-term financial decision-making, including investment, growth, and sustainability strategies

Financial Planning & Forecasting

- Lead development of budgeting and forecasting frameworks
- Develop financial models and scenario planning
- Provide forward-looking financial insights to support decision-making
- Support alignment between financial planning and organisational priorities

Financial Performance & Analysis

- Analyse financial performance and identify trends, risks, and opportunities
- Provide recommendations to improve financial outcomes
- Support data-driven decision-making across the organisation

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Business Case Development

- Develop and assess business cases for new initiatives
- Support development of culturally appropriate revenue-generating opportunities
- Provide pricing models and financial feasibility analysis
- Advise on investment decisions and risk

Governance & Board Support

- Prepare and present financial insights to Board and committees
- Strengthen financial governance and accountability frameworks
- Support risk management from a financial perspective
- Provide oversight to ensure alignment with regulatory and funding requirements
- Strengthen internal financial controls and ensure appropriate financial risk management frameworks are in place
- Support audit processes and engagement with external auditors at a governance and advisory level

Funding & Contract Management

- Provide strategic oversight of funding arrangements and financial sustainability of funded programs

Oversight & Capability

- Provide oversight and critical review of financial reporting and processes
- Ensure accuracy, integrity, and relevance of financial information
- Review financial reports prepared by Finance Lead
- Provide mentoring and guidance to internal finance function
- Support continuous improvement of financial systems and processes

Leadership, Capability & Quality Improvement

- Provide strategic oversight of the finance function to ensure strong governance, operational excellence and continuous improvement.
- Partner with the Finance Lead (Operations) to strengthen financial capability, operational performance and organisational resilience.
- Mentor, coach and support the ongoing professional development of finance staff through collaborative leadership, knowledge sharing and capability building.
- Foster a culture of innovation, accountability and continuous improvement across the finance function.
- Support succession planning by strengthening internal financial capability and organisational knowledge.

Work Health and Safety Leadership

- Ensure WHS considerations are incorporated at a governance level
- Provide recommendations for improvement where relevant

Other employee requirements

Quality and Risk Management

Actively participate and incorporate continuous quality improvement and sound risk management principles to all aspects of the role and in accordance with YWAHS policies.

Workplace Health and Safety (WH&S)

- Ensure a safe working environment is maintained for all YWAHS staff and clients.
- Ensure all WH&S processes and procedures are adhered to.
- Ensure all safety signage is in full view and in a language that is clear and precise.
- Ensure risk assessments are completed and authorised prior to the commencement of activities.

Cultural Diversity

Actively participate in a continuous process of developing cultural competence by broadening knowledge of and respect for diverse individuals and communities, with particular emphasis on the Wellington and East Gippsland demographic.

Actively support and promote YWAHS's Child Safe Standards, ensuring the safety, wellbeing, and empowerment of children and young people in all aspects of the role.

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Teamwork

Work proactively with all members of the YWAHS Team in supporting the organisation's aspirations and its strategic aims.

Other

May be required to perform other duties not specified within this document but commensurate with their classification, experience, and skills.

Required knowledge and skills (key selection criteria)

Education & Experience

- CPA or CA qualified
- Significant senior financial leadership experience
- Demonstrated experience in financial strategy, planning, and governance
- Experience working with Boards and Executive teams

Essential knowledge and skills

- Strong strategic and analytical capability
- Experience in financial modelling and business case development
- Excellent communication and presentation skills
- Ability to translate complex financial information into clear insights
- Experience in not-for-profit and/or Aboriginal organisations (highly desirable)
- High level attention to detail and professionalism
- Demonstrated executive leadership and strategic influencing skills.
- Proven ability to mentor, coach and develop finance professionals.
- Demonstrated experience leading organisational change and continuous improvement.
- Strong relationship management and stakeholder engagement skills.
- Ability to communicate complex financial information clearly to Boards, Executives and operational leaders.

Mandatory role requirements

Employment Conditions

- Fractional executive engagement.
- Engagement is expected to average approximately **1–2 days per week**, with flexibility to meet organisational priorities and key business requirements (e.g. budgeting, audit, Board reporting or strategic projects).
- Flexible working arrangements, including a combination of on-site and remote work by agreement.
- Travel across YWAHS service locations as required.

Mandatory Requirements

- Current Working with Children Check (Victoria)
- National Police Check
- Current Victorian Driver's Licence
- Relevant professional qualifications
- Cultural capability and commitment to YWAHS values
- COVID-19 vaccination requirements as per current Victorian health directives

Reporting Relationships

- Reports to: Chief Executive Officer
- Key Relationships:**
- Board of Directors

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- Executive Leadership Team
- Finance Lead (Operations)
- External Auditors
- Funding Bodies
- Financial Institutions
- Professional Advisors

Organisational Contribution

Employees are expected to contribute positively to organisational culture, continuous improvement, innovation and collaboration across YWAHS. The successful applicant will actively support organisational change, uphold the values of YWAHS and contribute to strengthening Aboriginal community outcomes through excellence in financial leadership.

CONFIDENTIAL

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Job Demands Checklist

YWAHS endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency Definitions

I	Infrequent	Activity required occasionally, not necessarily all shifts
O	Occasional	Activity required occasionally, not necessarily all shifts
F	Frequent	Activity required most shifts, up to 50% of the time
C	Constant	Activity that exists for the majority of each shift and may involve repetitive movement for prolonged periods
N/A	Not applicable	Activity not performed

Normal workplace aspects of the role		Frequency				
Demands	Description	I	O	F	C	N/A
Sitting	Remain seated to perform tasks				X	
Standing	Remain standing to perform tasks		X			
Walking	Periods of walking required to perform tasks			X		
Bending	Forward bending from waist to perform tasks		X			
Kneeling	Remaining in a kneeling position to perform tasks		X			
Light Lifting/Carrying	Light lifting and carrying of laptops, files, folders and office equipment		X			
Moderate Lifting/Carrying	Occasional lifting or moving archive boxes, office equipment or financial records (generally up to 10–15 kg).	X				
Assisted Lifting	Assisted movement of archive boxes or office equipment where required.	X				
Lifting/Carrying	No specific physical fitness requirements beyond normal office-based duties.					X
Driving	Travel between YWAHS offices, Board meetings, external meetings, funding bodies, auditors and stakeholder engagements.	X				
Climbing	Occasional use of step ladder to retrieve archived files if required.	X				
Pushing/ Pulling	Occasional movement of office furniture, archive boxes or office equipment.	X				
Repetitive	Extensive keyboard use, computer work, financial analysis, report preparation, data entry and prolonged screen-based activities.				X	

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively and that the conditions and requirements therein form part of my contract of employment.

X
Employee signature

X
Employee name (Printed)

Date: