



<b>Position title</b>	Chief Financial Officer
<b>Group</b>	Finance
<b>Employment status</b>	Part time - 0.6 FTE
<b>Salary Range</b>	Salaried
<b>Position reports to</b>	Executive Director
<b>Location</b>	Various (Northco, Abbotsford, Melton) and other Djirra office
<b>Delegation</b>	As per Djirra's Financial Delegations Policy

### Organisation environment

Djirra<sup>1</sup> is an Aboriginal Community Controlled Organisation with over 20 years' experience accompanying Aboriginal and Torres Strait Islander women, and their children, on their individual journeys. We find solutions through Aboriginal and Torres Strait Islander women sharing their stories, journeys, and experiences. Djirra celebrates women's strength and resilience. We are committed to a future without family violence.

We deliver holistic, culturally safe, specialist family violence support, legal services and case management, alongside cultural and wellbeing workshops and programs. Our services have state-wide reach, touching every part of Victoria to meet the needs of Aboriginal and Torres Strait Islander women. Self-determination is the foundation of everything we do.

Djirra amplifies the voices of Aboriginal and Torres Strait Islander women. We advocate for system-wide change to improve access to justice, eliminate systemic violence, and strengthen women's resilience.

We are an active member of First Nations Advocates Against Family Violence, the peak body for Aboriginal and Torres Strait Islander people who are experiencing or at risk of family violence.

### Role purpose

The Chief Financial Officer (CFO) is responsible for providing strategic financial leadership and assurance across Djirra, overseeing all financial operations, and ensuring the organisation's long-term financial sustainability. Reporting to the Executive Director, the CFO works closely with the Executive Director to provide clear oversight of Djirra's financial position, manage financial risk, and support informed governance and decision-making.

A key responsibility of the role is ensuring robust compliance with government, statutory, fundraising and philanthropic funding requirements. The CFO leads the organisation's approach to contract management and project accounting, ensuring all funding agreements are financially administered in accordance with contractual conditions, reporting obligations, and funding guidelines. This includes oversight of project-based financial management, accurate cost allocation, monitoring expenditure against approved budgets and milestones, and the timely preparation and submission of financial acquittals.

The CFO provides assurance to the CEO, Executive Director and Senior Executive team (SET) that funding is being applied appropriately, risks are identified early, and compliance obligations are met.

The CFO is also responsible for strengthening internal financial controls, audit readiness, and financial reporting integrity, ensuring Djirra maintains strong compliance and continues to meet the expectations of funders, regulators, and auditors.

The CFO must ensure financial information is presented to the Board and SET in a clear, transparent, and accessible manner to support effective oversight and strategic decision-making.

The CFO is a member of the Senior Executive Team and contributes to organisation-wide leadership and strategy. The Finance Manager reports directly to the CFO.

<sup>1</sup> Djirra is the Woiwurrung word for the reed used by Wurundjeri women for basket weaving. Traditionally, when women gathered to weave, important talks took place and problems were solved. Djirra symbolises Aboriginal women today, still coming together to share stories, support each other and find solutions.



## Key accountabilities

### Financial strategy, advice and integrity

- In collaboration with the Senior Executive Team, develop and implement a financial strategy for Djirra, including long-term financial planning and forecasting, financial risk management, and revenue growth strategies.
- Explore and propose opportunities to the Executive Director, CEO and Board to ensure Djirra's long-term financial viability.
- Provide financial advice and analysis to the Executive Director, CEO and Board on all strategic and operational aspects of financial management for Djirra.
- Provide strategic financial leadership and assurance across Djirra, overseeing all financial operations, managing financial risk, and supporting the Executive Director and SET with clear, timely financial insight to enable informed decision-making.
- Ensure robust compliance with all government, statutory, and philanthropic funding requirements through strong contract management, project accounting, accurate cost allocation, and timely financial acquittals, providing clear assurance to the Board.
- Strengthen internal financial controls, audit readiness, and financial reporting integrity, ensuring Djirra meets the expectations of funders, regulators, and auditors while maintaining transparency and accountability.

### Finance Operations

- Manage Djirra's financial operations including budgeting, forecasting, and auditing, ensuring all financial transactions, policies, and procedures meet Djirra's short and long-term objectives and are conducted in accordance with regulations, accounting principles, standards and Djirra policies.
- Lead a collaborative financial planning and budgeting process for Djirra and ensure the planning cycles align with Djirra's strategic objectives.
- Implement and manage robust financial management systems to facilitate efficiency, accountability, transparency and sound decision-making.
- Manage the provision of accurate payroll and salary packaging services for Djirra.
- Manage and mentor the Finance Manager and support and mentor the finance team to ensure a high standard of finance services is provided at Djirra.

### Compliance and Reporting

- Coordinate and manage external audits.
- Oversee the preparation and communication of monthly and annual financial statements, ensuring timely reporting of key financial data and updates to the Executive Director, CEO, Board and other key stakeholders.
- Ensure up to date and timely financial information, and related guidance, is available to Directors, Managers and Project managers, on a regular basis.
- Manage the relationship with external auditors and banks ensuring Djirra meets all requirements for annual financial statements.
- Ensure the maintenance and adherence to Djirra's Financial Delegations Policy.
- Ensure required reporting to external regulators is undertaken.

## Key selection criteria

<b>Professional / Functional Skills</b>	<ul style="list-style-type: none"><li>• Senior level financial management expertise, including taxation, compliance, asset management, insurance and payroll.</li><li>• A minimum of ten years' broad finance experience including at least 3 - 5 years in a senior financial role with staff management responsibility, preferably in the not-for-profit sector</li><li>• High-level of attention to detail and understanding of regulatory and reporting requirements.</li><li>• Demonstrated ability to operate strategically, effectively problem-solve and resolve challenges.</li><li>• Significant leadership and management experience in working with, and supporting CEOs and Boards in the ACCO, community, and/or not-for-profit sectors.</li><li>• Excellent knowledge of data analysis, risk management, and forecasting methods.</li><li>• Excellent interpersonal and communication skills (written and verbal) and demonstrated success in partnering effectively with other leaders in an organisation.</li><li>• Strong ethical standards and high levels of integrity.</li></ul>
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<b>Competency</b>	<ul style="list-style-type: none"><li>Ability to deal sensitively and effectively with members of the Aboriginal community.</li><li>Sensitivity, insight, humour and warmth dealing with all people, including those who have experienced trauma, discrimination, cultural and/or social isolation.</li><li>Good skills in influencing and negotiating, fostering collaboration, understanding various perspectives and getting the best outcomes for all.</li><li>Strong report writing and verbal communication skills.</li><li>Ability to work autonomously and exercise initiative, discretion and judgement.</li><li>Ability to elicit cooperation from a wide variety of sources, including management and other areas of the organisation.</li><li>Able to display flexibility and sound decision making in response to the sometimes-conflicting demands of multiple stakeholders/projects and funding streams.</li><li>Strong attention to detail, conceptual, analytical, learning and investigative skills.</li><li>Capacity to think and plan strategically.</li><li>Good skills in influencing and negotiating, fostering collaboration, understanding various perspectives and getting the best outcomes for all.</li><li>High level of initiative and drive.</li></ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"><li>Advanced Excel skills, including strong familiarity with MS suite of tools.</li><li>Knowledge of best practice systems and approaches to effective financial management; including systems for successful management of budgets and forecasting.</li><li>Experience using multiple financial platforms.</li></ul>
<b>Qualifications</b>	
<b>Essential</b> <ul style="list-style-type: none"><li>A postgraduate qualification (CPA or CA) in accounting.</li><li>A Victorian employee's working with children's check or willing to obtain one.</li><li>Willing to complete national police check at Djirra's expense.</li></ul>	
<b>Workplace health and safety</b> <p>Djirra is committed to providing and maintaining the health and safety of its employees.</p> <p>All staff at Djirra are expected to champion proactive and positive health and safety practices in the workplace and when working offsite by raising health, safety and wellbeing issues or concerns with managers and colleagues. Staff are required to observe all safe work procedures, rules and instructions, and take all reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner. Staff are encouraged to undertake related training e.g. – First Aid training, Fire Warden, etc.</p> <p>Information about these policies is contained in Djirra's Human Resources Policy Manual.</p>	
<b>We are a Child Safe Organisations</b> <p>Djirra is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Djirra is subject to a satisfactory Australian Criminal History Check and an Employee Working with Children Check (in Victoria).</p> <p>An International Police Check will also be required if you have resided continuously in an overseas country for 12 months or more in the last ten years.</p>	



## Other important information

Djirra's employees and volunteers are required to adhere to relevant policies and procedures including, but not limited, to:

- Code of Conduct Policy
- Occupational Health and Safety Policy
- Social Media Use Policy
- Privacy Information Policy
- Conflict of Interest Policy
- Volunteer Policy

## ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Position Description and have read and understand its contents.

<b>Employee name:</b>		
<b>Employee signature:</b>		Date: / /
<b>Manager's name:</b>		
<b>Manager's signature:</b>		Date: / /

## HR CHECKLIST

- Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep.
- Place one copy of completed form and any attachments on the employee's Performance File.
- Retain original completed form and any attachments on the employee's Personnel File.

Initials: \_\_\_\_\_

Date: / /