

## Position Profile

<b>Designation:</b>	Senior Financial Controller
<b>Reporting to:</b>	Chief Financial Officer (CFO)
<b>Supervises:</b>	Senior Management Accountant, Financial Analyst, Management Accountant, Accountant, Assistant Accountant, Accounts Payable Officer, Accounts Receivable/ Payroll Officer
<b>Based in:</b>	Subiaco, Perth WA

### Organisational context:

AWC is a pragmatic global conservation leader, restoring landscapes and providing hope for Australian wildlife. Guided by science, AWC delivers measurable conservation impacts at scale to secure the future of our most endangered species.

At AWC we are inspired by the unparalleled richness of Australia's wildlife and we are united by our determination to protect its unique animals and landscapes. It is our mission to effectively conserve all Australian wildlife and habitats and our vision is for a world where Australia's biodiversity is valued and effectively conserved by an engaged community.

The delivery of AWC's mission is highly reliant on all AWC working collaboratively with each other as a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders.

### AWC values:

AWC's work is guided by the following values. At AWC, we are:

- Accountable – taking ownership of our actions and outcomes
- Informed – working together to acquire and apply evidence, knowledge and experience
- Respectful – demonstrating care, recognition and integrity
- Dedicated – committed to delivering effective outcomes, with resilience and tenacity
- Innovative – applying creative thinking for effective solutions
- Sustainable – delivering long-term financial and ecological viability.

OneAWC 'a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders. A group of people who all understand AWC's mission, vision and their role in contributing to the achievement of mission and vision, all connected and working towards a common purpose, guided by a set of shared values'. The delivery of AWC's mission is highly reliant on all AWC working collaboratively with each other.

**Overview of the role:**

This role is critical to ensuring finance and governance excellence within the organisation, driving efficiency, compliance, and strategic finance management. The Senior Financial Controller will play a key leadership role in supporting the organisation's mission, ensuring sustainable financial growth, field enablement and best-practice governance.

**Critical competencies:**

- Proven leadership skills with a strong ability to manage, mentor, and develop finance teams.
- Extensive experience in financial and management reporting at a senior level.
- Strategic mindset with a strong attention to detail.
- Highly developed analytical and problem-solving skills.
- Exceptional organisational and project management skills, ensuring efficient, accurate, and timely financial operations.
- Deep understanding of technology application to finance and applied continuous process improvement.
- Outstanding oral and written communication skills, including the ability to influence and engage stakeholders.
- Ability to operate autonomously while also collaborating effectively within a team environment.
- A strong passion for the conservation of Australia's wildlife and habitats.
- High ethical standards and personal integrity, with a commitment to governance and compliance

**Qualifications and certificates:**

1. Chartered Accountant (CA) or CPA professional designation.
2. Tertiary qualification in accounting, finance, or business.
3. Nationally Coordinated Criminal History Check(NCCHC)/Police Check certificate.

*(Note: refresher checks are undertaken every three years and are paid for by AWC).*

**Experience:**

1. Significant experience in a senior finance leadership role.
2. Proven expertise in finance management systems, budgeting, and forecasting.
3. Strong track record in designing, implementing, and managing process improvements to enhance financial and operational efficiency.
4. Demonstrated ability to manage and develop high-performing teams.
5. Extensive experience managing stakeholder relationships, including executive leadership, boards, auditors, and external regulators.
6. Proficiency in financial software systems and advanced business software skills (Excel, Word, Outlook, SharePoint, PowerPoint).

**Inherent requirements of the role:**

Relevant accounting qualifications and experience and the ability to work with others in the AWC team to provide management accounting expertise based in AWC's Subiaco office (with access to flexible/hybrid working arrangements) using a computer and associated office equipment.

## Responsibilities:

<b>1. Financial Leadership &amp; Strategy</b>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"><li>• Act as a strategic advisor to the Chief Financial Officer (CFO) on financial planning, risk management, and performance monitoring.</li><li>• Develop and oversee strategies for finance processes that align with the organisation's mission and supports the ten-year strategy.</li><li>• Lead the planning and execution of finance plans, including reporting budgets, forecasts, and investment strategies.</li><li>• Drive technology application to finance processes to improve reporting and process efficiency.</li></ul>
<b>2. Financial Operations &amp; Compliance</b>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"><li>• Oversee core operational finance disciplines, including accounts payable, payroll, accounts receivable, general ledger, and financial reporting.</li><li>• Maintain a strong balance sheet control process, ensuring accuracy and timely reconciliations.</li><li>• Ensure the maintenance and improvement of internal risk management frameworks applicable to finance systems and internal controls.</li><li>• Manage cash flow, banking relationships, and investment portfolio management to optimise financial resources.</li><li>• Ensure compliance with statutory and regulatory obligations, including Australian Charities and Not-for-profits Commission requirements, tax lodgements, and financial disclosures.</li><li>• Lead the preparation of the annual financial report and coordinate external audits and the review their effectiveness.</li><li>• Ensure that finance processes support the AWC's mission and Strategic Plan.</li></ul>
<b>3. Management Reporting &amp; Performance Monitoring</b>
<ul style="list-style-type: none"><li>• Deliver high-quality reporting for internal and external stakeholders, including the Executive Leadership Team and Board, and external partnerships.</li><li>• Maintain detailed and meaningful reporting aligned with operational and Strategic Plan objectives for use by field, regional and executive staff.</li><li>• Develop finance models and tools to enhance decision-making and performance monitoring.</li><li>• Maintain the finance system capability for reporting in respect to grant funding, prepare special purpose financial reports and arrange audit as required.</li><li>• Identify and implement opportunities for continual improvement in finance processes that drive operational efficiency.</li></ul>
<b>4. Asset Management</b>
<p>Key activities and responsibilities:</p>

- Provide strategic oversight of asset management, ensuring accurate financial records and reporting.
- Oversee the implementation and utilisation of asset management systems.
- Manage the disposal and acquisition of assets in accordance with organisational policies.

## **5. Leadership and Team Development**

Key activities and responsibilities:

- Model AWC's leadership framework, demonstrating integrity, accountability, and collaboration in all interactions.
- Foster an inclusive, supportive, and high-performing team culture, ensuring employees feel valued and empowered to contribute to AWC's mission.
- Set clear expectations and goals that align with organisational priorities, ensuring team members understand their responsibilities and performance standards.
- Implement AWC's Performance Leadership Program (PLP) to support employee development, including:
  - Coaching, mentoring, and overseeing onboarding for new team members.
  - Providing opportunities for professional growth and skill development.
  - Delegating responsibilities effectively, encouraging accountability, and offering regular feedback.
  - Managing work schedules in accordance with fatigue management guidelines.
  - Delivering both positive reinforcement and constructive performance feedback.
- Champion AWC's "ONE AWC" culture and values, ensuring alignment with the organisation's vision and strategic goals.
- Address performance and conduct issues professionally and promptly, engaging with the People Team to address and or implement appropriate action.
- Proactively manage workplace challenges, fostering a psychologically safe and respectful work environment.
- Lead through change by providing updates, guidance, and support, ensuring employees remain engaged and informed during periods of transition.
- Encourage employees to reach their full potential through regular one-on-one meetings, tailored coaching, and access to relevant training and development opportunities.

## **6. Other**

Key activities and responsibilities:

- Comply with all AWC policies and procedures.
- Undertake additional tasks as directed by the CFO to support the organisation's financial and strategic goals.