

# Position Description

<b>Position Title:</b>	Business Director
<b>Team:</b>	Business Operations & Services (BOS)
<b>Location:</b>	Canberra
<b>Employment Status:</b>	Permanent, Full Time (flexible working arrangements can be discussed)
<b>Reports to:</b>	Chief Operating Officer (COO) with a dotted line to CEO on finance and human resources, ACFID Board Finance and Audit Committee (FAC), Member of Executive Management Team (EMT)
<b>Direct Reports to Position Holder:</b>	3 / 4
<b>Salary Range:</b>	\$124,013 - \$145,535, depending on experience

## Background

The Australian Council for International Development (ACFID) is the peak body for Australian non-government organisations (NGOs) involved in international development and humanitarian action. Our vision is of a world where all people are free from extreme poverty, injustice and inequality and where the earth's finite resources are managed sustainably. Our purpose is to lead and unite our members in action for a just, equitable and sustainable world.

Founded in 1965, ACFID currently has 129 full members and 21 affiliates operating in more than 79 developing countries. The total revenue raised by ACFID's membership from all sources amounts to \$1.26 billion (2021 - 22), \$773 million of which is raised from over 1.1 million Australians. ACFID's members range between large Australian multi-sectoral organisations that are linked to international federations of NGOs, to agencies with specialised thematic expertise, and smaller community-based groups, with a mix of secular and faith-based organisations.

ACFID members must comply with the ACFID Code of Conduct, a voluntary, self-regulatory sector code of good practice that aims to improve international development and humanitarian action outcomes and increase stakeholder trust by enhancing the transparency, accountability, and effectiveness of signatory organisations. Covering 9 Quality Principles, 33 Commitments and 92 compliance indicators, the Code sets good standards for program effectiveness, fundraising, governance, and financial reporting. Compliance includes annual reporting and checks. The Code has an independent complaint handling process.

ACFID's work is guided by its Board, CEO and [Strategic Plan 2020-2025](#).

\*ACFID is a Public Benevolent Institution (PBI) and has salary packaging which allows employees to use a proportion of the salary using tax-free dollars. The end result is an increase in your take-home pay. Employees have a total of approximately \$15,899\* per Fringe Benefit Tax year to salary package. In addition, ACFID's PBI status enables you to salary package a further approximate \$2,650 per year for personal meals and accommodation on top of the normal salary packaging amount. You can find more information about Salary Packaging here: <https://www.cbb.com.au/discover-salary-packaging/>

## Gender & Diversity Approach

We value diversity in the workplace and model our commitment to the values outlined in our strategic plan. ACFID is an equal opportunity employer and does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, physical or mental disability status or national origin. Applicants will be considered based on qualifications, merit, and business need. Individuals of diverse backgrounds and Aboriginal and/or Torres Strait Islander applicants are strongly encouraged to apply.

## Scope of Position

The main purpose of the Business Director is to lead ACFID's business services to ensure strong financial management; a safe, productive, rewarding and technology enabled workplace; compliance with applicable laws and regulations and contracts; planning and governance that meets the CEO and Board's expectations; responsive organisational risk management; and business development support.

## Main Purpose of Position

The Business Director is responsible for strategically leading and operationally managing the Business Operations & Services team, comprising finance; human resources; information and communications technology; corporate and Board governance; annual operational planning and budgeting; legal, regulatory, and contractual compliance; insurance and organisational risk management; asset management; business development; and representation.

The Business Director reports to the Chief Operating Officer (COO) and supports the ACFID Board's Finance and Audit Committee.

As a member of the ACFID Executive Management Team; the role also works closely with the CEO, COO and Chief of Policy and Advocacy to develop and fulfil the Strategic Plan, as well as jointly identify and build synergies across the organisation.

## Key Stakeholders

### External

Accounting provider; Audit firm; Australian Charities and Not for profits Commission; regulatory bodies; governments and other funders; suppliers, advisers, contractors and consultants, ACFID 's Members

### Internal

ACFID Board Chair and Members; Finance and Audit Committee Chair and Members; Executive Management Team; Management Team; staff.

## Key Areas of Responsibility

1. Financial management	<ul style="list-style-type: none"><li>• Complete, timely and accurate financial information and reporting</li><li>• Strong internal controls &amp; audit management letter</li><li>• Forecasting and budget management</li><li>• Financial accounting</li><li>• Banking</li></ul>
2. Human resources	<ul style="list-style-type: none"><li>• Workplace, health &amp; safety Diversity and inclusion Industrial relations</li><li>• Recruitment and retention</li><li>• Performance, reward and recognition</li><li>• Payroll and salary packaging</li></ul>
3. Information and communications technology	<ul style="list-style-type: none"><li>• ICT roadmap meets needs of ACFID</li><li>• Procurement and implementation of technology solutions Users trained</li><li>• Day-to-day ICT delivery</li></ul>
4. Legal, regulatory, and contractual compliance	<ul style="list-style-type: none"><li>• Complete, timely and accurate Board, F&amp;AC &amp; EMT meeting papers &amp; reports</li><li>• Up to date policies and procedures</li></ul>

5. Annual operational planning and budgeting	<ul style="list-style-type: none"> <li>• Annual plan approved by the MT, EMT and Board</li> <li>• Annual budget approved by the EMT, F&amp;AC and Board</li> </ul>
6. Legal, regulatory, and contractual compliance	<ul style="list-style-type: none"> <li>• Compliance with applicable laws and regulations</li> <li>• Statutory financial statements and audit opinion</li> <li>• Contract register and compliance</li> <li>• Filings, including ACNC and BAS</li> <li>• Leads on DFAT contract compliance on policies and financials</li> </ul>
7. Insurance and organisational risk management	<ul style="list-style-type: none"> <li>• Organisation risk register and management plan</li> <li>• Current and sufficient insurances</li> </ul>
8. Asset management	<ul style="list-style-type: none"> <li>• Building maintenance</li> <li>• Asset register and stocktake</li> </ul>
9. Business development	<ul style="list-style-type: none"> <li>• Models and costings for tenders, submissions, business cases,</li> </ul>
10. Contractor management	<ul style="list-style-type: none"> <li>• Managing contracted service providers and contracted projects to ensure deliverables are met in a timely and cost-effective fashion</li> </ul>
11. Team management	<ul style="list-style-type: none"> <li>• Annual plan and budget for Business Services is met, setting individual work plans and performance and professional development metrics</li> <li>• Ensuring a rewarding and productive Business Operations Team</li> <li>• 12. Representation and relationships</li> <li>• Represent ACFID</li> </ul>
12. Representation and relationships	<ul style="list-style-type: none"> <li>• Represent ACFID to external bodies and at various events</li> <li>• Contribute to government consultants</li> <li>• Close working relationships with colleagues</li> </ul>

## Required Core Competencies at ACFID

### Committing to ACFID's values

We value diversity in the workplace and model our commitment to the values outlined in our strategic plan, including gender justice. We believe that these values are fundamental to achieving our vision and purpose.

### Being Adaptable

We respond to new and emerging challenges in our operating environment with agility and purpose. We achieve results by demonstrating curiosity and a willingness to learn.

### Working independently and collaboratively

We have the ability or potential to work within and across teams, and autonomously with minimal direction to manage priorities and achieve our outcomes.

### Developing effective working relationships

We build, maintain, and strengthen both internal and external relationships. We facilitate collaboration and find common ground across diverse stakeholders. We value clear communication and respectful interpersonal skills. Exercising sound judgment and critical thinking

### **Exercising sound judgment and critical thinking**

We seek out innovative solutions, work creatively and leverage resources to achieve results. We engage with risk and opportunities with a problem-solving approach. We make clear, transparent, and principled decisions and commit to action in a timely manner.

### **Translating the big picture into action**

We think strategically and are all responsible for implementing ideas in a practical and evidence -based manner through outcome-oriented planning and action.

### **Required Core Competencies at ACFID**

1. At least 5 years senior finance and HR experience in an executive/management team
2. Experience in managing a multidiscipline team
3. Understanding of corporate governance and working with Boards and committees
4. Leadership of planning and budgeting processes
5. Demonstrated ability to lead/manage teams, including experience in staff management, team building, mentoring, and coaching.
6. High level organisation skills and attention to detail
7. Advanced interpersonal skills
8. Contract management experience

### **Desirable:**

Qualifications in HR, MBA, or CA, CPA or equivalent

### **Standard Occupational Health And Safety (OHS) Responsibilities For Non-Supervisory Staff**

Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.