

Position Description

Position title:	Director, Technology and Finance
Position number:	TBC
Business Unit/Branch:	Technology and Finance
Classification:	\$140,000 - \$170,000
Employment status:	2 years
Position reports to:	Chief Executive Officer
Number of reports:	2-3 (indirect reports of 5-8)
Work location:	Sydney or Melbourne
Position contact:	Name: Jessica Kaaden Email: Jessica.kaaden@sane.org

Position purpose

SANE Australia exists to make a real difference in the lives of people affected by complex mental health issues through support, research and advocacy.

Our vision is an Australia where people affected by complex mental health issues live long and fulfilling lives, free from stigma and discrimination.

The Director, Technology and Finance reports to the CEO and is a critical member of the Executive Team at SANE Australia. This role will

- provide strategic financial advice and analysis to the CEO and the Board of Directors, and
- lead SANE's tech strategy, execution and operations, and oversee the delivery of all IT services and technology projects.

Key relationships

- Chief Executive Officer
- Board Directors
- Executive Team
- Finance Team
- Technology team
- Strategic partners for Finance and Technology
- Chief Information Officer (an external consultant)

Key Accountabilities

Finance

- Provide financial advice and analysis to the Board of Directors and CEO on all strategic and operational aspects of financial management for the organisation.
- Direct a collaborative financial planning processes for the business and support the Head of Finance to ensure effective planning cycles within Finance and Business Operations are aligned with the strategic directions of the organisation, including working with the Director of People and Culture on workforce plans.
- Implement robust financial and corporate management systems to increase organisational efficiency, accountability, transparency and decision-making.
- Maximise **SANE's** financial strength through effective cash flow management and appropriate investment strategies.
- Manage the relationship with external auditors and banks ensuring that **SANE** meets all requirements for annual financial statements.
- Ensure an appropriate internal control framework supported by relevant financial and risk management policies including organisational compliance to the **SANE** Delegations Policy.
- Oversee the provision of payroll and salary packaging services for **SANE** employees in consultation with the Director of People and Culture.
- Lead the Finance team, including the Head of Finance, Accounts Payable and the Assistant Accountant.

Technology

- Develop the technology and data strategy to meet SANE's strategic objectives, with input from the Chief Information Officer (strategic consultant)
- Establish and manage strategic partnerships to ensure the delivery of SANE's strategic objectives
- Lead the Technology team, including Head of IT, Digital Manager, Data and Insights, and define and implement a flex sourcing strategy to meet the project pipeline needs
- Implement the Technology Roadmap
- Establish and lead best practice technology governance, service delivery and operations including KPIs, SLAs and compliance to policies
- Lead the on-going SANE Secure initiative adhering to industry standards and protecting SANE information

Selection criteria

Essential Requirements

- Tertiary qualifications with CFO experience and a CPA/CA accreditation.
- Senior level financial management expertise, including taxation, compliance, asset management, insurance, reporting and legal issues in a complex organisation with significant income, contract management and reporting requirements.
- Expertise and proven ability to drive technology strategy and deliver IT projects, including working with strategic technology partners
- Ability to operate strategically with an ability to problem solve, support and understand challenges at the operational level.
- Significant leadership and management experience in working with, advising and/or CEOs and Boards.
- Proven stakeholder relationship management – ability to build relationships and strategic partnerships with SANE stakeholders.
- Superior problem solving ability and the ability to negotiate successful outcomes in potentially challenging circumstances.

Desirable Requirements

- Executive experience in a large not for profit / charitable organisation.
- A broad understanding of the mental health service system in Australia.
- Previous experience as a Company Secretary.
- A graduate of the Australian Institute of Company Directors (AICD).

Pre-Employment Checks

All appointments to SANE are subject to reference checks, criminal record checks and a double-vaccination requirement. A Working with Children's Check and Police Check is mandatory for this role.

Date PD Adopted:	April 2022
PD Review Date:	April 2024