



25th May 2009

Information for Applicants to the Role of Financial Controller, Wunan, Kununurra WA

Wunan's Purpose is to ensure that Aboriginal people in the East Kimberley enjoy the capabilities and opportunities necessary to make positive choices in life and to lead independent and fulfilling lives – essentially, to have dreams and a fair chance at achieving them.

The East Kimberley, and the Aboriginal people who are part of this country, enjoy burgeoning social and economic opportunities. But the challenges and barriers faced by Aboriginal people in sharing the benefits are daunting – particularly for kids and youth.

Similarly, the environment in which Wunan operates is complex and challenging, at a number of levels, but also dynamic, innovative and rich in potential for positive social change.

We are constantly seeking high quality people who have the personal and professional qualities to help us in striving to fulfill our Purpose, while at the same time achieving satisfaction and personal growth from what is a distinctly different professional and social environment.

We have set out below four sections of the employment documentation for this position to assist you in discerning whether this job is of interest to you:

1. Position Information Sheet, outlining in summary form important aspects of the job.
2. Duty Statement, relating to the duties that the successful applicant would be expected to perform.
3. Selection Criteria, which will be the basis on which the Selection Panel will decide the successful applicant.
4. Performance Management, describing the basis on which your performance in the position will be assessed on an ongoing basis.

Your Application must include the following in order to be considered:

- > An up-to-date curriculum vitae, demonstrating relevant qualifications, experience, and core strengths that will contribute value in the position.
- > At least two recent professional referees who can comment on how you meet the selection criteria.

A satisfactory police check in all Australian jurisdictions will be undertaken before the successful applicant can take up the position permanently.

We are more than happy to respond to any of your questions or concerns about the position. Please contact Mandy Dahms on (08) 9166 5735 or email your application to humanresources@wunan.org.au or fax to (08) 9169 2397; Attention: Human Resources.

We encourage you to strongly consider this exciting position, and wish you all the best with your Application.

Yours sincerely

Ralph Addis
Chief Executive Officer

Position Information Sheet

1) Key Information

Position:	Financial Controller
Reason for vacancy:	New position
Location:	Kununurra, WA
Reports to:	General Manager, Shared Services
Supervises:	Accounts Staff
Contract Period:	12 months
Remuneration:	To be negotiated with the successful candidate (\$100k + package)

Main Purpose: Financial Controller will strategically lead, manage and professionally develop the Finance team. Through strong internal and external relationships they will influence outcomes in line with the newly revised Strategic Plan, and implement strategic financial and business measures to truly impact the success and sustainability of Wunan.

2) Duty Statement

Main Responsibilities:

- › Responsible for overall finance function of the Foundation and its subsidiaries, including provision of timely, accurate, and user-friendly financial reports.
- › Responsible for ongoing financial strategy and development aligned with Wunan's strategic plan.
- › Develop appropriate policies and systems to support the effective financial management of the Foundation across its activities.
- › Works with staff in other Business Units to define and implement appropriate systems for financial management and control.
- › Contribute to the commercial strategy of the Foundation, particularly in the area of financial structure and investment.
- › Review the Foundation's debt, cash and investment arrangements; identify and implement opportunities to rationalize these arrangements to maximize long-term commercial performance.
- › Contribute to the corporate and strategic development of the Foundation, including (as required) through research, analysis, and preparation of high quality written communication.
- › Directly supervise of other staff within financial services.
- › Support the professional development of staff within financial services
- › Contribute to development of a strong staff team in Wunan.
- › Contribute to the development of appropriate systems, procedures and capacities to accommodate the expanding services within Wunan.

- › Other projects as required.

Selection Criteria

- › Have the skills and experience to ensure the effectiveness, efficiency and integrity of Wunan's systems and processes to be financially sustainable and achieve strategic objectives;
- › Have alignment to Wunan's values and core principles;
- › Be CPA / CA qualified
- › Demonstrated ability to take responsibility and lead progress and outcomes in a commercial environment
- › Significant financial accounting experience at a senior level
- › Demonstrated high level conceptual and strategic abilities
- › High level ability to manage a team of staff and contribute to the strength of the broader Foundation team
- › Strong written and verbal communication skills
- › Ability to liaise with clients and government bodies
- › Demonstrated ability to maintain a positive and enthusiastic attitude

Performance Management

This position is subject to satisfactory completion of regular performance appraisals, and particularly a three-month probation period. Performance will be measured against agreed key performance indicators and general performance measures.