

Chief Financial Officer

Department	Finance & Administration
Reports to	Chief Executive Officer
Direct reports	Accountant Office Manager
Application Deadline	Friday 8 March 2019

Screenrights is a not-for-profit membership organisation that provides rights and royalty management services to the screen industry. We operate as a copyright collecting society and report to the Commonwealth Minister for Communications. We aspire to the highest standards of fairness, efficiency and transparency in all that we do.

Role Summary

This is the perfect role for a Finance expert wanting to make the next step in their career. You will need to be a collaborative, consultative person who loves numbers, technology and people. As CFO, you will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities for Screenrights. You will also play a key leadership role, engaging with your colleagues to support and create effective systems and processes.

Your financial insights, forecasts and analyses, along with an aptitude and interest in information technology, will inform and shape strategy, while your attention to risk management and compliance will ensure strong foundations for future growth.

In return, Screenrights can offer you a flexible and friendly workplace with passionate colleagues, a seat at the table with a collaborative executive team headed by a newly appointed Chief Executive, and the opportunity to help us support the diversity and growth of the screen industry in Australia, New Zealand and around the world.

Key Accountabilities

Planning & Operations

- Work with the Chief Executive and Board in formulating the company's strategic direction
- Execute the financial strategy of the company
- Provide insight and analysis on business proposals in a clear and timely manner
- Manage the expense and capital budgeting process
- Manage the accounting, office administration and people management functions
- Manage cash investments and authorise payments
- Oversee administration of the company's assets
- Coordinate and produce all tax documentation as required
- Implement operational best practices
- Participate in key decisions as a member of the executive team
- Participate in IT planning and budgeting

Financial Information

- Ensure full transparency over the financial performance of the company
- Perform financial analysis and forecasting
- Provide recommendations to strategically enhance financial performance and business opportunities
- Provide timely, accurate and clear financial information to the Chief Executive, Senior Managers, the Audit & Risk Committee and the Board
- Manage financial controls and accounting procedures to protect member funds

Governance & Risk Management

- Act as Company Secretary for Screenrights and EnhanceTV
- Understand and mitigate key elements of the company's risk profile
- Report risk issues to the Audit & Risk Committee of the board
- Maintain oversight of compliance with competition, consumer and workplace obligations
- Ensure that record keeping meets the requirements of auditors
- Maintain relations with external auditors and investigate their findings
- Maintain appropriate insurance coverage

Payroll & Administration

- Supervise payroll and other finance matters relating to Screenrights' people
- Oversee the administration and Office Management function

Required knowledge, skills and experience

You will have a degree in accounting, finance or business administration, or equivalent business experience. You will have experience in partnering with an executive team, be a skilled listener, proficient planner, and results-oriented while exerting rigour in financial controls. You will have the ability to exercise sound judgment and make decisions based on accurate and timely analyses. Preference will be given to candidates with an MBA in Finance, Chartered Accountants or Certified Practising Accountants.

Personal and leadership attributes

You will have a collaborative style and actively engage with team members across the business to build and reinforce a proactive, positive workplace culture. You will have a high level of integrity, be approachable and fair.

About Screenrights

Screenrights is a not-for-profit membership organisation that provides rights and royalty management services to the screen industry.

We facilitate access to screen content through simple licensing solutions for teachers in education, administrators in government, and home viewers with subscription TV – and provide royalty payments to members for the programs audiences love.

Screenrights is committed to pursuing diversity within the screen sector and following an inclusive directive in all aspects of our business. Every person has the right to a fair and unbiased recruitment process irrespective of gender, geographic location, race, age, sexual orientation, disability, religion, intersex identity or nationality.

The Screenrights team aspire to the following success behaviours:

- Leadership
- Innovation & Renovation
- Teamwork & Collaboration
- Communication
- Solution Focused
- Reliability & Accountability