



Success Profile

CHIEF FINANCIAL OFFICER (CFO)

Mingara Leisure Group



Welcome

Thank you for your interest in the position of CFO for the Mingara Leisure Group (MLG).

We are proud to be representing MLG on the search for their next CFO.

The CFO will be based out of the MLG corporate office at Tumby Umbi on the Central Coast of NSW. Reporting to the CEO, the role of Chief Financial Officer (CFO) will provide solid financial leadership and financial strategy implementation across the organisation which will ensure effective fiscal management in the delivery of the organisation's strategic and operational objectives.

The organisation is renowned for its commitment to making a significant contribution to the quality of community life. Established in the early 1970's on the Central Coast of NSW, MLG's portfolio of Clubs are located at Tumby Umbi and The Entrance on the Central Coast, Port Macquarie, Roselands in Sydney, and Springwood at the foot of the Blue Mountains.

The Group employ over 400 people and is a culture of positivity and dedication to genuinely delighting and surprising members and guests of their top-class leisure and entertainment venues. Internally, the organisation prides itself on proactively engaging with employees to ensure a fun, efficient and collaborative workplace. It is an organisation that truly lives by its values of Team, Safe, Reliable, Progressive and Memorable!

Confidential enquiries regarding the position can be made to Ali Kimmorley of peoplefusion on 02 4927 2006.

Applications for the role can be made directly to alik@peoplefusion.com.au by submitting your resume and cover letter addressing your interest and suitability for the position.

More information about Mingara Leisure Group, including access to financial year results, can be viewed at <https://mingaraleisuregroup.com.au/>

We look forward to reviewing your application.

Kind Regards,



Ali Kimmorley
peoplefusion
Director

Mingara Leisure Group

Our Story

Mingara Recreation Club t/as Mingara Leisure Group is a humanistic-encouraging lifestyle- entertainment organisation. We strive to deliver our vision “to make a significant contribution to the quality of community life” through our strategic support of its group of registered clubs situated in various locations around New South Wales, Australia.

Mingara Leisure Group is a leader in the NSW Registered Clubs industry with extensive expertise and success in the amalgamation and management of hospitality, fitness and lifestyle venues. Our team of specialised professionals are passionate about supporting and coaching the management and operations teams at all our venues. As a whole, we are a benevolent, not-for-profit community organisation who strives to provide our local communities with a growing community benefit. We do this by making our community contributions sustainable, deliberate and deliver them with awareness, passion and commitment.

Our clubs include:

Mingara Recreation Club, Central Coast NSW
The Westport Club, Port Macquarie NSW
Lantern Club, Roselands NSW
Springwood Sports Club, Springwood NSW
The Greens The Entrance, Central Coast NSW

Our VISION

The vision of our entire organisation is “to make a significant contribution to the quality of community life”. To deliver this each of our clubs directly contribute to community, welfare, sporting and education groups. Over the last 6 years alone, our clubs have contributed over \$10 million to local communities and during 2018/2019, in excess of \$1.8 million. We are always proud that our success directly helps us make such a valuable contribution and our hope is that our contribution will always continue to deliver outstanding benefits to the community in which we operate.

our vision

to make a **significant contribution**
to the quality of community life

our values

team. safe. reliable.
progressive. memorable.

our mission

To provide **quality service, support and advice**
to our diversified businesses whilst progressing
our organisation's vision and values.



POSITION DESCRIPTION | Chief Financial Officer

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| RESPONSIBLE TO: | Chief Executive Officer |
| PURPOSE OF THE ROLE: | Provide strategic leadership and direction for Mingara Leisure Group's financial services, as well as providing strategic input into the organisation's objectives as a member of the Executive team. |



1.0 LIVING OUR VALUES

- Embrace the Club's Vision, Mission, Values and Values Matrix
- Encourage teamwork, engage, and celebrate wins in the Club.
- Identify and report any faulty or damaged materials, equipment, and workplace hazards by reporting them to Management immediately
- Ensure that the behaviour of all persons in the workplace is safe and without risk to health by reporting any issues to Management immediately
- Be honest, open and consider others
- Value proactivity and ideas
- Always strive to provide our customers, contractors, and suppliers with a great experience every time

2.0 ACHIEVING OUR VISION AND MISSION

- Look for opportunities to contribute to our community
 - Look for opportunities to surprise and delight our members and guests.
 - Participate in training and professional development.
 - Comply and help develop Mingara Leisure Group's policies and procedures.
 - Ensure the role is carried out in line with the Club's safe work practices.
 - Support a harassment, bullying and discrimination-free workplace philosophy
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3.0 DETAILED WORK ACTIVITIES

3.1 Leadership

- Lead, inspire and engage the team by being an ambassador for our brand and culture
- Identify potential in others and help develop them over time
- Foster MLG's constructive culture

3.2 Strategic

- Drive and assist in formulation and implementation of our business plan which integrates and delivers MLG's strategic goals
- Lead and manage strategic professional relationships with external supplier and stakeholders for financial governance and delivery, ensuring services meet the changing requirements of MLG and deliver financial benefits and improved levels of service and quality
- Lead and maintain effective relationships with Clubs NSW (peak body) and industry CFOs to enable a high-level collaboration on financial reforms and initiatives to achieve and sustain financial viability and ensure best practice.
- Oversee and provide strategic financial leadership on projects, programs, and initiatives to meet strategic and operational objectives of MLG, including potential alternative opportunities

3.3 Operational

- Lead and oversee the provision of strategic, operational, and integrated financial and decision support for the Executive Team and Board, including full accounting and reporting of all operational and capital expenditure and revenue
- Lead and direct an integrated finance strategy that establishes a balance between strategic, operational and (potentially) outsourced services and ensures budget performance
- Provision of complete, timely and accurate recording and reporting of financial information, including to the Executive, the Board and the Group's funding providers
- Lead delivery of robust budget and forecasting information for the Group
- Oversee MLG's financial control methodology and probity and governance strategies to identify and mitigate financial risks, maintain appropriate financial governance processes, and ensure compliance with relative financial, taxation, statutory and legislative requirements. Present to the Board on these programs and controls as requested from time to time.
- Oversee and manage the cash flow, lending and investment arrangements, policy, and governance to mitigate risk and ensure continued financial viability
- Maintain the highest level of integrity and professionalism at all times

3.4 Any other duties as required

4.0 JOB SPECIFICATION

4.1 Attributes, Knowledge, Skills, Education and Compliance Courses.

Essential

- Minimum ten (10) years Senior Management (Financial/Accountant) experience in medium to large organisations, preferably with complex and diverse activities
- Tertiary qualifications in Finance/Accounting and membership of an Australian Professional Accounting Association with demonstrated commitment to ongoing professional development
- Proven experience and track record in financial performance management and improvement, and ability to deliver outcomes while working in a dynamic environment
- Excellent interpersonal and communication skills with the ability to display sensitivity, discretion, and diplomacy in interaction with others
- PC proficiency with demonstrated intermediate to advanced Excel skills, and a good knowledge and proficiency in the use of computerised accounting packages
- Possesses flexibility and adaptability to manage changing work environments and varying volumes of work in a timely manner
- Ability to take initiative and manage multiple tasks simultaneously, solve problems, manage, and meet deadlines and maintain a high quality of work
- High degree of discretion, integrity, and confidentiality
- Preparedness to do what needs to be done
- A connection to community and making a difference
- A sense of humour is a must

Desirable

- Post Graduate Qualifications e.g., MBA
- Sound working knowledge of IT systems and infrastructure and demonstrated experience in the selection and implementation of such
- Experience in a member-based organisation

5.0 'PERSON' SPECIFICATION

5.1 Attributes – what YOU will bring to the role

Be Passionate and Positive

- Lead with energy, passion, and enthusiasm
- Want to do work, not hours
- Think of your work as a craft, not just a job
- Have a sense of wonder
- Be a little bit different – diversity in thinking is applauded!
- Strive for quality in all that you do

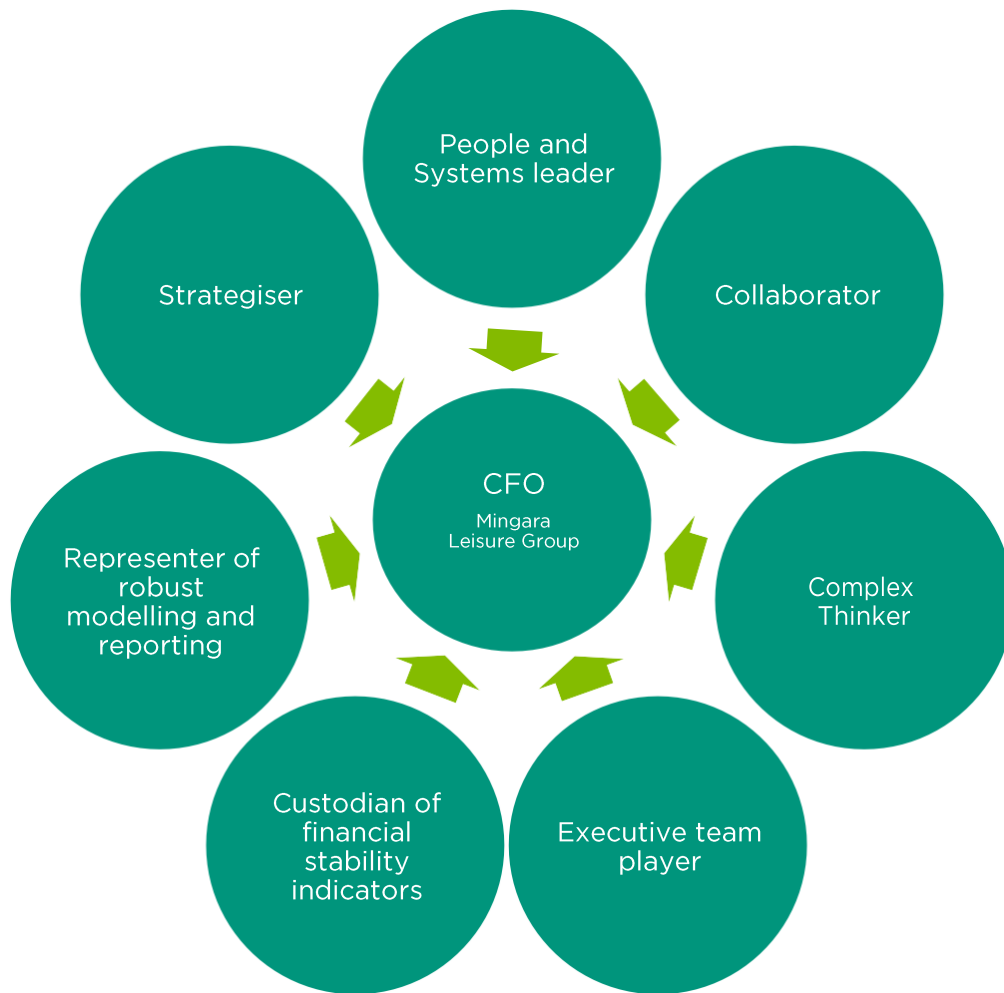
Be Authentic

- Be a leader
- Challenge and be challenged
- Tell it as it is, with compassion and empathy as needed
- Remain true to yourself

Be Interesting

- Be a player, not a bystander
 - Bring an alternative view
 - Question, learn and understand – do not just accept the status quo
 - Bring variety, judgement, and business sense
 - Bring personality, humour, and empathy
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CFO success profile at a glance



A recruiter on your side

peoplefusion is a Newcastle-based specialised recruitment agency founded in 2007 by Ali Kimmorley and Sally Bartley. Ali is responsible for sourcing Mingara's Chief Financial Officer.

Sally and Ali are known for raising the bar in the recruitment industry when they introduced an industry-first 12-month placement guarantee in 2014. The team provides Executive Search, Temporary, Contract and Permanent recruitment solutions across a range of specialisations. These include Accounting & Finance, Legal & Governance, Human Resources & WHS, Marketing & Communications, Information Technology, Engineering & Projects, Supply Chain, Administration & Accounts, and Contact Centre roles.

Our specialist team of #Fusers are all Accredited Professional Recruiters with the Recruitment & Consulting Services Association (RCSA), and understand the importance of confidentiality, maintaining open lines of communication, and efficiently representing your personal brand when it comes to working with C-suite candidates.

Meet your Recruitment Specialist, Ali Kimmorley

Director and Co-founder of peoplefusion with more than 19 years' experience in the Recruitment industry. Ali is a trusted advisor to her clients, providing authentic and strategic advice at every stage of the recruitment process, and at every level of recruitment. Ali deep dives to get to know her client's organisation and understand the impact of the role she is recruiting - she thinks outside the square and challenges all possibilities. Ali is an Accredited Professional Recruiter, has reached Member status with the industry body Recruitment & Consulting Services Association (RCSA), and is a Graduate of the Australian Institute of Company Directors (AICD).

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