

Position Description



Chief Financial Controller Harness Racing Victoria

Organisational Context

Harness Racing Victoria (HRV) is a statutory body whose role is to oversee all harness racing activity in Victoria.

HRV's Mission is to develop a vibrant Harness Racing industry, which promotes participation, integrity and racing excellence, grows wagering and maximises returns to its stakeholders.

Position Purpose

The CFO is responsible for the direction, control and administration of all financial activities of the HRV Group.

To provide the Chief Executive and the Board with financial assessments and information, which will ensure planning and budgeting activities meet HRV's business goals.

Nature and Scope

The HRV Group comprises three legal entities operating different segments of HRV Group operations. This role is responsible for the financial management of each of these business segments.

HRV, as a statutory authority is responsible for the racing segment of HRV's business. Critical to this is a Joint Venture between the controlling bodies for racing in Victoria (HRV, Racing Victoria-Thoroughbreds and Greyhound Racing Victoria) with a licensed Wagering operator currently being Tabcorp. The existing Joint Venture expires in August 2012 and the pending establishment of a new Joint Venture is fundamental to the future success of HRV.

HRV, via a separate legal entity, operates a race track and entertainment complex (hotel functions, bars and gaming) situated in Melton (Tabcorp Park). This enterprise represents a significant investment by HRV with the financial success of this venture also being critical to the achievement of the HRV goals of maximising returns to its stake holders.

HRV also operates a stand-alone Information Technology based company known as RISE which in addition to servicing HRV's technological needs also operates the national harness racing system.

Supporting these businesses HRV has recently invested in a new ERP solution (Technology) in order to stream line business practices and improve the quality of business decision making via improved reporting. Whilst the implementation has largely been completed, consolidation of payroll functionality and the rollout of an enterprise wide purchasing system are still required to be undertaken.

Position Summary

This is an existing Position.

Appointment will be made in accordance with Government Senior Executive Remuneration Panel (GSERP) policy for executive appointments. Position will be based in Melbourne.

Key Accountabilities

Leadership

- Participate as a member of the senior management team and contribute to the development of a supportive and collaborative work environment.
- Provide financial leadership to manage the HRV Group.
- Control the selection and training of finance and administration staff, establish lines of control and delegate responsibilities.
- Provide advice and assistance to senior management.

Accounting & Financial Management

- Co-ordinate the development, implementation and monitoring of financial accounting and related systems.
- Direct the collection of financial and accounting information and the preparation of budgets, reports, forecasts and profit and loss reports.
- Prepare and monitor the HRV Group's cash flow.

Risk Management & Compliance

- Ensure compliance with statutory, government policy and ethical standards.
- Direct, control and administer the insurance activities of HRV and Country Clubs including representing HRV in its dealings with insurance brokers, agents or companies.
- Maintain best practices according to accounting, audit, and government and tax standards.

Strategic Planning

- Devise financial policy approaches and strategies.
- Direct and co-ordinate research and major feasibility studies involving detailed financial analysis and estimates of future returns on proposed investment.

Other

- Represent HRV, liaise and negotiate in dealings with bankers, legal advisors (where required and not under auspices of HRV's Legal Counsel), government entities (DOJ, Treasury) Australian Taxation Office, major clients and others.
- Control activities such as taxation, credit policy and investment policy, costing and expense control, preparation of tenders, audits, administration of contracts, insurance arrangements and property administration.
- Perform other strategic projects as required to provide appropriate financial direction for HRV and strategic Board support.
- Responsible for the administration of the financial aspects of the Joint Venture arrangements.

Reporting Relationships

This position reports to the Chief Executive.

Specific responsibility to keep the Board and Executive team informed on the progress and trends in the Board's performance and on all matters which impact or may impact on the continued profitability and growth of the industry.

Represent HRV on various committees including the Audit Committee and Finance & Strategic Planning Sub Committee.

This position also acts as the Board Secretary.

Sound relationships must be maintained with peers and information on business activities must be shared so as to contribute towards a cohesive management structure.

Dimensions

Number of employees direct report	4 direct
Total Number of employees	10
Financial year (2010) Revenue	\$72m
Net Assets	\$14m
Race Meetings (2010)	506

Competencies Required

Knowledge

- Well developed knowledge of accounting principles, budget and accounting procedures, forecasting and controlling, and their application in a business environment.
- Tertiary qualification in Business or Finance.
- CPA or Chartered Accountant Status Achieved.

Experience

- Significant management experience including managing a finance department. Record of successful performance in a senior financial or management accountant position.
- Demonstrated experience and understanding of costing, budgeting, asset management, financial and management accounting reporting.

Skills

- Excellent written and oral communication skills. Able to present information in a logical and clear manner.
- Relationship Building – Able to establish and maintain relationships with people at all levels and builds trust through consistent actions, values and communication.
- Ability to multi task and prioritise – ability to work effectively and to operate effectively in an environment often characterised by pressure and short timeframes.
- Excellent interpersonal skills. Use appropriate interpersonal styles and communication methods to present information in a manner that others find persuasive and compelling.

- Demonstrated problem solving, decision making, negotiation, and consultation and conflict resolution skills. Able to make sound decisions based on consideration of the facts and alternatives.
- Customer Focus - actively listens to stakeholders to meet their requirements. Committed to delivering high quality outcomes for all stakeholders.
- Leadership – Builds team commitment by demonstrating personal conviction and motivates others to achieve. Identifies potential issues and setbacks and guides team to optimise outcomes.
- Developing Others – Actively seeks to improve others' skills and talents by providing constructive feedback, coaching and training opportunities.
- Flexibility – Able to accept changed priorities and recognise the merits of different options and acts accordingly.
- Integrity – Conduct behaviour in the manner consistent with HRV Code of Conduct.
- Demonstrated computer skill and literacy.

Desirable

- Previous finance experience in the racing or related industry is highly desirable.
- A keen interest in working in the harness racing industry
- Experience in working in sporting organisation.

Other Requirements

The position holder must possess a current motor vehicle driver's licence.

Undergo a police background check in accordance with HRV Policy.