



Position Description

Position Title:	Chief Financial Officer (CFO)
Location:	Larnangurrak – 43 Hattam Street Golden Square
Term:	Full-time (38 hours per week) Ongoing
Remuneration:	Subject to Executive Employment Agreement
Reports to:	Dja Dja Wurrung Group Chief Executive Officer
Direct Reports:	Strategic Finance Manager

Overview of Corporation

Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) trading as DJAARA actively works to progress the aspirations of the Dja Dja Wurrung community. It is incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act) and is regulated by the Office of the Regulator of Indigenous Corporations (ORIC). Established in 2004, the principal objectives and responsibilities of the corporation are to:

- Promote the health and wellbeing of the Dja Dja Wurrung People.
- Protect and promote the laws, culture, property rights and human rights of the Dja Dja Wurrung People.

The DDWCAC is also a Registered Aboriginal Party, the sole owner of Dja Dja Wurrung Enterprises Pty Ltd (DDWE). Our businesses include natural resource management, cultural awareness and tourism.

In 2013, the DDW People achieved a Recognition and Settlement Agreement (RSA) with the State of Victoria, which formally recognises the DDW people as the traditional owners for part of Central Victoria. The DDW people nominated the DDWCAC as the 'traditional owner group entity' for the purpose of the settlement, meaning it holds and manages the settlement on behalf of the DDW people.

Primary Purpose of the Position

The Chief Financial Officer (CFO) is a key member of the Executive Management Team (EMT) of the Dja Dja Wurrung Group, responsible for ensuring financial sustainability and resilience across all entities and subsidiaries. Reporting directly to the Chief Executive Officer (CEO), the CFO provides strategic financial leadership and oversees the Finance, Procurement, and Asset Management portfolios to drive Group-wide alignment and efficiency.

balaki wuka | giving to community

Larnangurrak (our place)

43 Hattam Street, Golden Square, VIC 3555

T: (03) 5444 2888

E: info@djadjawurrung.com.au

P.O Box 1026 Bendigo VIC 3552

djadjawurrung.com.au



The role embeds financial strategy into organisational decision-making, enabling informed choices that support long-term objectives and cultural values. The CFO leads the development and implementation of robust financial frameworks, optimises resource allocation, and ensures compliance with statutory and regulatory requirements. By fostering collaboration across the Executive team, the CFO plays a critical role in shaping organisational priorities, supporting growth, and delivering sustainable outcomes.

Key Responsibilities

Strategic Financial Leadership

- Provide expert financial advice to the CEO, EMT and Boards to inform strategic decision-making.
- Lead the development and implementation of financial strategies and frameworks that ensure long-term sustainability, resilience and growth.
- Oversee budgeting, forecasting, consolidated financial reporting, and financial risk management.
- Ensure compliance with all relevant financial regulations, accounting standards, and funding requirements.
- Support development and investment strategies aligned with the Dja Dja Wurrung Group's organisational goals and cultural priorities.
- Manage liquidity, reserves, and investment portfolios to ensure financial sustainability and optimal capital utilization.
- Lead scenario planning and financial modelling to support strategic initiatives and mitigate risk.

Service Excellence

- Lead and manage the Finance, Procurement, and Asset Management portfolios to deliver high-quality, efficient, and culturally aligned services.
- Drive operational excellence, continuous improvement, and innovation across all portfolios to enhance organisational performance.
- Oversee procurement practices that promote the Traditional Owner economy, social responsibility, and value for money.
- Ensure effective asset management strategies that optimise utilisation and support organisational sustainability.
- Oversee financial systems and technology platforms to ensure accuracy, efficiency, and data integrity, and drive digital transformation in finance.

Executive Leadership & Collaboration

- Actively contribute to EMT decision-making, strategic planning, and organisational performance.
- Build strong relationships across Dja Dja Wurrung Group entities to ensure integrated financial and operational planning.
- Represent the Dja Dja Wurrung Group in external forums related to finance, procurement and assets, advocating for organisational priorities and cultural values.
- Engage with external stakeholders including auditors, regulators, funders, and financial institutions to maintain trust and compliance.

Financial Governance and Compliance

- Maintain robust internal controls and governance frameworks to safeguard organisational assets.
- Ensure internal and external audits are well coordinated and findings are resolved in a timely manner.
- Ensure accurate and timely reporting to government, funding bodies, and regulatory authorities.
- Act as the Data Steward for all finance-related data, ensuring data integrity, security, and compliance with organizational and regulatory standards.

Cultural Integrity & Self-Determination

- Ensure financial and operational strategies uphold Djaara's cultural values and support pathways to self-determination.
- Embed cultural safety and inclusion across all financial, procurement, asset management, and leadership practices.
- Support the implementation of Treaty, Yoorrook, and other reform agendas through financial and operational readiness, ensuring DJAARA is positioned for success.



Key Selection Criteria

Essential

- Proven experience in executive financial leadership, ideally within complex or multi-entity organisations.
- Demonstrated capability in leading financial, procurement, and assets functions.
- Strong strategic thinking and analytical skills, with a focus on long-term sustainability.
- Commitment to Aboriginal self-determination and cultural safety.

Desirable

- Experience working with Aboriginal organisations or Traditional Owner groups.
- Understanding of government funding, philanthropic investment, and enterprise development.
- Familiarity with Treaty, Yoorrook, and related reform processes.

Qualifications and Experience

- **Education and Accreditation:** Tertiary qualifications in Accounting, Finance, or a related discipline, combined with current CPA Australia accreditation (or equivalent), is essential. Postgraduate qualifications such as an MBA or Masters of Finance are highly desirable.
- **Leadership and Experience:** Minimum 5-10 years' experience in senior financial leadership roles within complex, multi-entity organisations, including demonstrated capability in strategic planning, risk management, and governance. Proven ability to lead high-performing teams, drive organisational change, and build collaborative relationships with Board, Executive teams, and external stakeholders.
- **Technical and Analytical Competence:** Demonstrated expertise in financial analysis, modelling, and reporting, with advanced proficiency in interpreting complex data to inform strategic decisions. Strong capability in implementing financial systems, leveraging technology for efficiency, and ensuring data integrity and compliance across multi-entity operations.
- **Communication & Stakeholder Engagement:** Exceptional ability to communicate complex financial concepts clearly and persuasively to diverse audiences, including Boards, executives, community stakeholders, and external partners. Skilled in building trust-based relationships and influence outcomes through transparent, culturally respectful engagement and negotiation.
- **Professional Attributes:** Demonstrates integrity, accountability, and ethical decision-making, exercising discretion and sound judgement in managing sensitive information. Collaborative and adaptable, with confidence in high-pressure situations and strong organisational and time management skills. Committed to transparency, cultural respect, and responsible stewardship of resources.

Essential Personal Qualities

- Strong dedication to advancing the aspirations of the Dja Dja Wurrung Group and supporting self-determination.
- Ability to engage respectfully and effectively with Aboriginal and/or Torres Strait Islander peoples.
- Sound understanding of issues, opportunities, and community aspirations within Aboriginal Victorian communities.
- High level of emotional intelligence and ability to build positive relationships with all staff and stakeholders.
- Proven ability to foster trust, respect, and confidentiality.
- Demonstrated ethical standards, personal integrity, and self-motivation.
- Ability to work independently and as part of a collaborative team.
- Capacity to lead, accept direction, and contribute to a positive organisational culture.
- Commitment to safe work practices and leadership excellence.
- Willingness to work occasional weekends and adapt to changing priorities.

Contact

Cassandra Lewis, DDW Group Acting CEO

Email: ceo@djadjawurrung.com.au