

POSITION DESCRIPTION

Position Title	Chief Financial Officer
Classification Level	General Manager
Reports to	Chief Executive Officer
Last updated	November 2025

1. About PHA

Plant Health Australia is the trusted coordinator of the Australian plant biosecurity system. We bring expertise, knowledge and stakeholders together to generate solutions that improve biosecurity outcomes to ensure that the system is future-oriented and solutions-focused.

PHA also aspires to be an employer of choice with a strong employee value proposition.

The PHA Finance team ensures PHA's financial and statutory compliance and manages the company's finance, accounting and payroll functions as well as statutory levies.

2. About the Position

The Chief Financial Officer (CFO) is a key strategic partner to the CEO and Executive Management Team (EMT), contributing to organisational direction, financial sustainability, and long-term planning. The CFO leads financial governance, statutory compliance and strategic financial management for PHA, supporting and enabling PHA's vision and mission.

The position is available as a full-time, fixed term contract for an initial period of three years, with the potential for extension. The position is based in the PHA Office in Canberra.

3. Working and Reporting Relationships

- The position reports to the CEO
- Close working relationships with other senior executives
- Good working relationships with all PHA managers and staff.

4. Key Responsibilities

Key responsibilities include:

- Lead financial governance, statutory compliance, and strategic financial management for PHA
- Oversee sophisticated financial control systems that protect organisational assets and ensure accurate reporting
- As a member of the Executive Management Team (EMT), contribute to organisational direction, collaborating on risk management and strategic planning activities
- Deliver high-quality financial reporting to the Board of Directors and stakeholders
- Manage external auditor relationships and drive implementation of recommendations
- Serve as primary liaison with banking partners, auditors, and regulatory bodies
- Lead comprehensive budgeting and forecasting processes
- Monitor and direct implementation of strategic business plans
- Develop performance metrics that align with and drive strategic objectives
- Manage PHA's operational finance and accounting functions, including payroll, record keeping, and monthly reporting
- Ensure compliance with statutory levies and collaborate with internal and external stakeholders

- Support business development initiatives and evaluate financial implications of strategic partnerships
- Provide financial insights and analysis to support decision-making across the organisation
- Lead and manage the Finance Team, fostering a high-performance culture
- Build and maintain strong relationships with internal and external stakeholders
- Ensure timely and accurate preparation of financial papers for the Board and Finance and Audit Committee
- Drive continuous improvement in financial systems, processes, and reporting
- Support organisational sustainability and growth through financial leadership.

5. Decision Making Authority

Decision making authority delegated to the incumbent, including decisions the incumbent is expected to make, and areas where the incumbent is expected to recommend to other roles within PHA for their approval prior to implementation.

Decisions expected	Recommendations expected
Establish, implement and monitor Performance Review and Development Plans (PRDP) for all direct reports.	Support business needs and identify and respond to priorities.
Details as outlined in the Delegations and Authorities (D&A) Policy and Schedule.	Make decisions or act on behalf of PHA as outlined in the D&A policy, within relevant budgets and according to relevant policies.

6. Key Capabilities, Experience and Qualifications

Experience/Knowledge/Attributes	Essential/Desirable
Demonstrated experience in financial governance, budgeting, and strategic financial management.	Essential
Strong leadership skills and experience managing finance teams.	Essential
Outstanding stakeholder engagement, communication and interpersonal skills.	Essential
Demonstrated ability to contribute to executive leadership and organisational strategy.	Essential
High level research and analytical skills, with the ability to translate information into strategy and plans.	Essential
Ability to lead by example, embedding and championing PHA's Values in Action across teams and decision-making processes.	Essential
Experience in identifying and evaluating new revenue opportunities and strategic partnerships.	Desirable
Qualifications	
Graduate qualification in a business discipline, including finance and economics.	Essential
Qualified Chartered Accountant (CA) or Certified Practising Accountant (CPA).	Essential
Post-graduate qualification in a business discipline.	Desirable
Graduate member of the Australian Institute of Company Directors.	Desirable

Work rights: *Candidates must have ongoing work rights in Australia, independent of any employment with PHA. PHA does not generally act as a sponsor for work visas. Where PHA is offering sponsored employment, this will be clearly specified in the job advertisement.*

Background Checking: *All prospective and current staff are required to undergo an applicable Background Check for their new position. The baseline requirements for background checks at PHA are reference checking, identity and qualification verification, declaration of pre-existing health conditions, a National Police Check, as well as a work rights check for applicants who do not hold Australian citizenship or permanent residency. All appointments are dependent and conditional upon the required Background Checking being completed, and/or the relevant supporting evidence provided to PHA People and Culture in order to complete the checks.*