



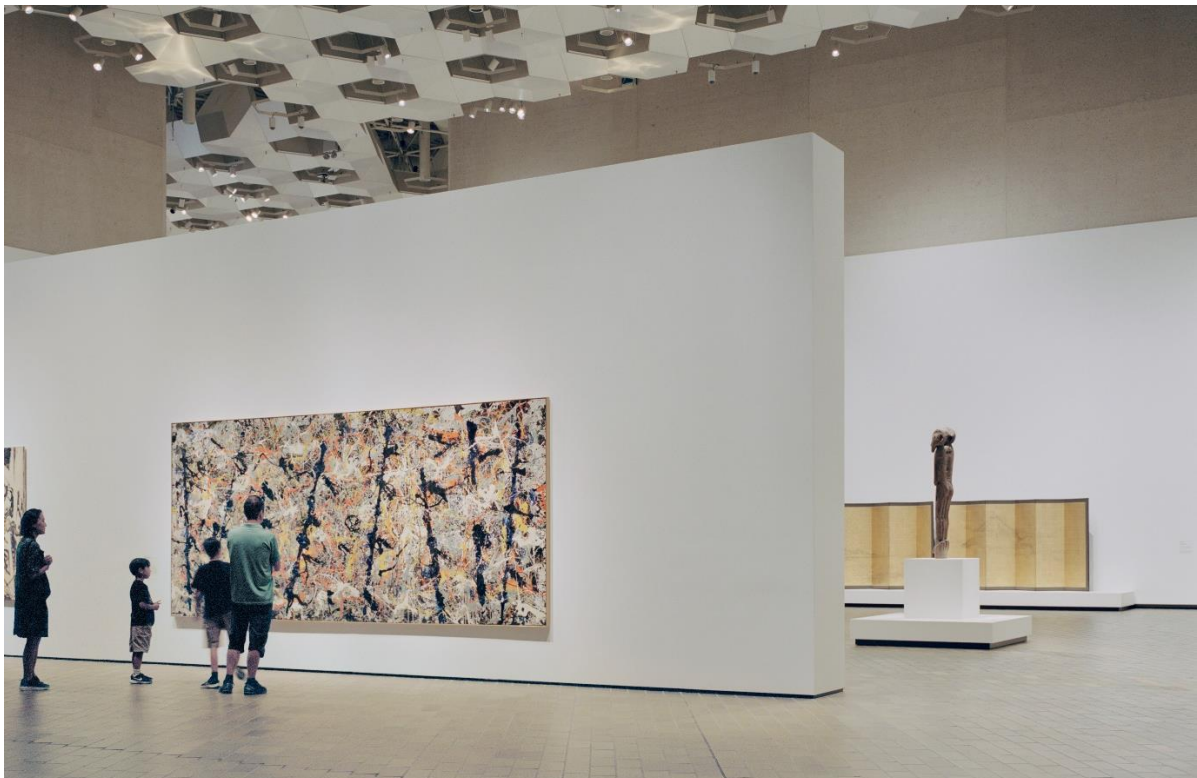
Candidate information pack

Chief Finance Officer (SES Band 1)

National Gallery of Australia

Reference: SESB1CFO

Closing Date Sunday 16 February 2025, 12pm AEST



CHIEF FINANCE OFFICER, NATIONAL GALLERY OF AUSTRALIA

Job title	Chief Finance Officer (CFO)
National Gallery level	SES Band 1
Employment type	Non-ongoing, 3 year term
Immediate supervisor	National Gallery Director
Location	National Gallery, Parkes, Kamberri/Canberra
Direct reports	Head of Financial Accounting and Operations Head of Financial Planning and Analysis Head of Commercial Operations Portfolio Coordinator
Requirements	Australian citizenship National criminal history check Security clearance – Baseline Tertiary qualification in financial accounting, or related business degree, and current CPA or CA qualification Probationary period applies

ABOUT THE GALLERY

The National Gallery of Australia opened to the public in October 1982 and is the Commonwealth of Australia's national cultural institution for the visual arts. Since its establishment in 1967, it has played a leadership role in shaping visual arts culture across Australia and its region and continues to develop exciting and innovative ways to engage people with the national collection.

The National Gallery of Australia is a body corporate, established by the *National Gallery Act 1975* (the Act).

As Australia's pre-eminent visual arts institution, the National Gallery provides cultural and educational benefits for the community and strengthens Australia's international reputation. Our **purpose** is to collect, preserve, promote and share the national collection of art. Our **vision** is to be the reference point for art in Australia, inspiring all people to explore, experience and learn.

The National Gallery is supporting the Australian Government's National Cultural Policy – *Revive: a place for every story, a story for every place* through the Sharing the National Collection program which focuses on sharing the national collection with regional and remote communities.

The National Gallery nurtures strong relationships with external stakeholders: artists and their representatives, public galleries, schools, universities, the business sector, the media, the Australian Government, international partners, philanthropists and private foundations, and the wider community. These relationships help us to present the finest exhibitions and public and education programs and add significant value to the national collection through gifts and donations.

The Gallery currently manages:

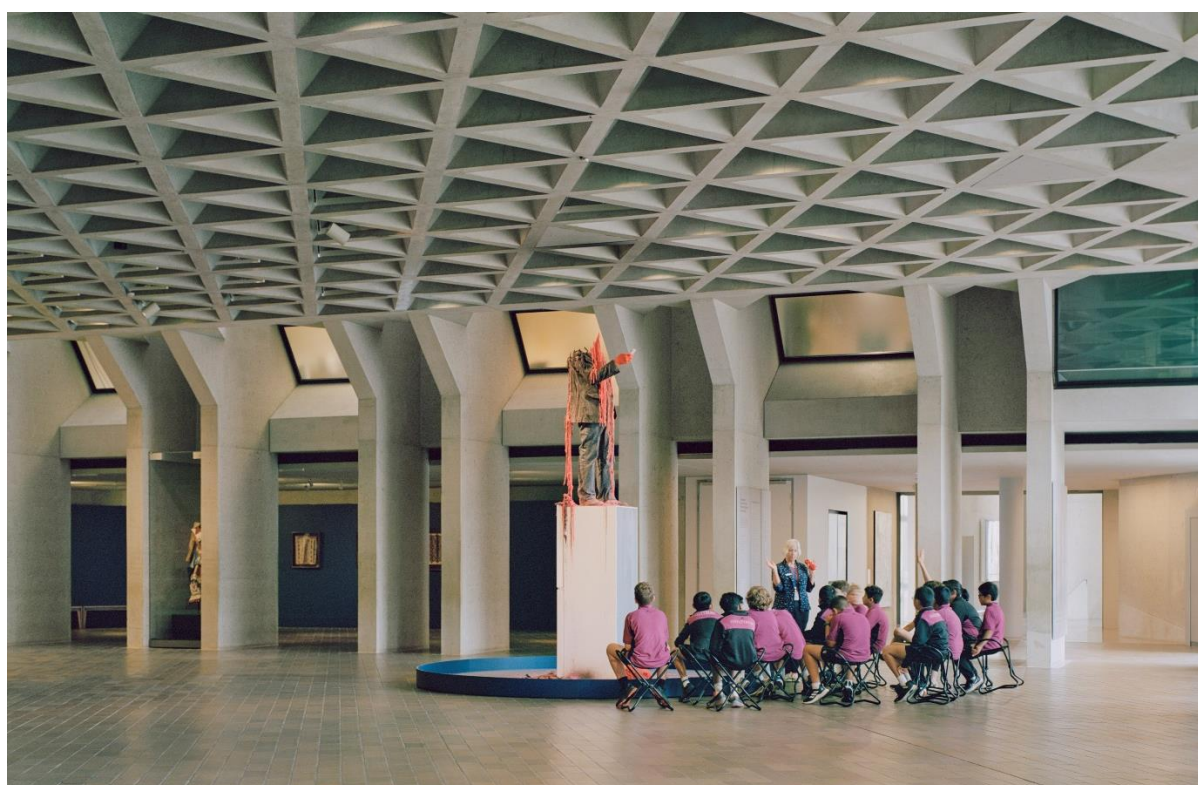
- An annual operating budget of approximately \$80 million
- Capital budget totalling \$150 million over the next four years
- An asset base of \$7.5 billion
- 376 employees (headcount)
- Foundation and investment funding.

Find out more about the National Gallery through our [Annual Reports](#) and [policies and plans](#)

OUR VALUES

The National Gallery strives to uphold our organisational values in how we do our work, partner with our stakeholders and relate to each other.

Boldness	Our boldness sets us apart. We lead the way with an ambitious and creative vision to elevate art and artists.
Integrity	We act with honesty, fairness and transparency to make ethical decisions. We are authentic, responsible for our actions and accountable for their outcomes.
Respect	We are kind and inclusive, seeking diversity and prioritising access and safety. First Nations knowledge and perspectives inform and guide our work.
Excellence	We harness our curiosity and creativity to deliver with purpose. We work collaboratively to achieve world class outcomes and are driven to improve.



OUR STRUCTURE

The National Gallery is governed by the **Council of the National Gallery of Australia** (the Council) in accordance with the *National Gallery Act 1975*. The Council, chaired by Ryan Stokes AO, oversees and endorses the strategic planning and performance framework and monitors progress through regular reports on performance against the corporate plan. The Council has three sub committees - Audit and Risk Committee, Governance Committee and Collections Committee.

The National Gallery of Australia Foundation is the umbrella organisation for all Gallery benefactor groups and raises funds and secures gifts of works of art to support the vision of the National Gallery and to develop the national collection for all Australians.

The **Director** of the National Gallery is appointed by the Governor-General under the Act. The Director reports to the Council (and is also a member), and under their direction sets and manages the strategic direction of the National Gallery.

The **Senior Management Group** (SMG) is responsible for delivering the operational and strategic imperatives and aspirations of the National Gallery. The SMG currently comprises:

- National Gallery Director
- Deputy Director, Artistic Programs
- Assistant Director, Marketing, Communications, Visitor Experience and Digital
- Assistant Director, Building Services and Infrastructure
- Chief Finance Officer
- Chief Operating Officer

WORKING AT THE GALLERY

The National Gallery is a dynamic place to work, with expert and dedicated teams and the guidance and oversight of an experienced and engaged Council. The SMG works closely together to achieve the strategic and operational objectives of the Gallery.

The National Gallery operates within an ethical framework and has several action plans in place to drive change and achieve our goals.

<u>Reconciliation Action Plan</u>	Ensure that First Nations art, cultures and engagement remain central to who we are.
<u>Environmental Sustainability Action Plan</u>	Our focus to achieve a more sustainable environmental footprint and reasonable waste management practices.
<u>Disability Inclusion</u>	Central to our vision to create accessible art experiences for all.
<u>Gender Equity</u>	This is the core to the vision of the Gallery to inspire our nation through creativity, inclusivity, engagement and learning.

We also take workplace culture and employee engagement seriously, participating in the APS Census each year and developing intentional action plans to focus on key areas. Our results across the board are trending upwards each year, and our senior leaders are actively involved in championing culture and role modelling Gallery values and behaviours.

We are committed to the health, safety, belonging and wellbeing of all our people. We value the contribution that a diverse workforce brings and encourage people from a diverse background to apply. This might include identifying as First Nations peoples, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.



ABOUT THE CHIEF FINANCE OFFICER ROLE (SES Band 1)

The National Gallery is seeking an experienced high performing Chief Finance Officer.

The CFO is a key member of the SMG and is responsible for strategic and operational financial management of the National Gallery. The CFO has a critical role to play managing government funding, commercial revenue, private giving and philanthropic funds held in trust to best advantage.

You will be expected to contribute to the overall strategic direction of the National Gallery, ensuring key priorities as identified under the Corporate Plan are met. You will be accountable for financial leadership, management and planning.

As the CFO you will report to the National Gallery's Director. This is a hands-on leadership role that requires someone who is able to support high-level strategic financial management, complex accounting and finance responsibilities as well as diving into the details as required.

As the CFO you will have broad responsibility across operational financial and accounting functions and commercial activities:

- Accounts processing, accounting, monthly and annual close process, monthly reporting to the Department of Finance and annual financial statement preparation, analysis and audit liaison.
- Internal monthly management reporting, data and trend analysis and forecasting.
- Financial modelling and internal operating budget and capital budget allocations.
- Development of costings and external estimates including reporting in the Central Budget Management System to the Department of Finance, authoring the Portfolio Budget Statements and development of New Policy Proposals.
- Long range planning and financial sustainability strategy ensuring proper resource allocation.
- Cash flow management and forecasting.
- Investment planning and management of a share portfolio, trust accounts and other investments.
- Business partnering, including financial analysis for new programs and strategies.
- Organisational compliance with the Commonwealth Financial Management Framework and providing advice and support on matters relating to the PGPA Act and other finance legislation and meeting general financial reporting requirements.

- Financial management information system administration with a focus on simplification and automation.
- Treasury tax and superannuation management.
- Commercial operation of the hospitality functions and the Art Store, including the identification and implementation of growth opportunities.
- Identification, development and implementation of new commercially viable revenue streams and management of expenditure to ensure commercial activities remain commercial.

OUR IDEAL CANDIDATE

To be successful in this role you will be a dynamic professionally qualified accountant with more than ten years' experience in financial management positions with a proven record of success. Drawing on your proven professional and senior executive management experience, you will be comfortable operating in a complex, diverse, and changeable environment.

Your breadth of experience, innovation and strategic capability enables you to deliver on and provide forward thinking financial management and drives change within the organisation through robust financial analysis and business partnering.

Your understanding of government financial management frameworks aids in your capability to interpret, analyse, present and advise on complex financial information that informs the National Gallery's financial decisions and complies with reporting requirements.

You will bring business acumen to the table and contribute to the National Gallery's financial and operational strategy and be responsible for both the financial and commercial operations of the National Gallery, including the growth and expansion of the commercial revenue streams to maximise entrepreneurial activities, whilst managing expenditure.

In this role you will need to leverage your excellent leadership and collaboration skills to set the strategic direction for your portfolio and influence strong financial management across the National Gallery. You will be able to confidently build and sustain relationships with the senior management group, Audit and Risk Committee and Council members as well as external and public sector stakeholders (Office for the Arts and Department of Finance). You will form a strong partnership with the senior management group, supporting them in the financial management of their Portfolios and functions and providing strategies to address financial challenges and opportunities you forecast, or as they arise.

You will bring impeccable ethical standards, role model National Gallery values and be able to coach, mentor and grow the capability of the Portfolio and financial literacy of the broader workforce.

Desirable Qualifications / Experience

Successful applicants are expected to demonstrate:

- extensive experience in Government budgeting and reporting frameworks, and implementation of improvements across all areas of finance that are complex and of high importance
- experience in managing, or capacity to manage, commercial activities (including contract management of service providers)
- exceptional customer service to understand the perspectives of stakeholders and deliver high-quality products and services that enable and enhance the performance of the organisation
- well-developed judgement and strategic thinking skills that enable you to effectively deliver high-priority work products simultaneously and anticipate and analyse issues from a range of perspectives
- exceptional leadership and people management capabilities
- the ability to provide impartial and forthright advice to the Council, the SMG and stakeholders and to make challenging decisions to achieve enterprise-wide outcomes
- ability to thrive under pressure and effectively perform in a fast-paced and changing environment.

Tertiary qualification(s) in finance or a professional accounting qualification is required for the role.

HOW TO APPLY

To apply for this role please go to the National Gallery's **Careers portal**.

You should provide a tailored CV (**maximum of three pages**) along with a **statement** of no more than **two pages** that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

CONTACT

Further information about the role may be obtained by contacting Helen Gee, Executive Manager on helen.gee@nga.gov.au

REMUNERATION

Remuneration reflecting the importance of the role will be negotiated with the successful candidate, commensurate with skills and experience. Remuneration will include:

- Base salary
- Superannuation (15.4%).

Other benefits include:

- 18 days personal leave
- 20 days annual leave
- Flexible Working Arrangements
- Access to free annual flu vaccinations
- Relocation Assistance (if relevant)
- Free onsite parking.



Image captions

Installation view Jackson Pollock, Blue poles, 1952, National Gallery of Australia, Kamberri/Canberra, purchased 1973 © Pollock-Krasner Foundation. ARS/Copyright Agency, Photographer: Rory Gardiner © National Gallery of Australia, 2023

Installation view Urs Fischer, Francesco, 2017, National Gallery of Australia, Kamberri/Canberra, purchased with the assistance of the National Gallery of Australia Gala Fund 2019 © Urs Fischer. Courtesy of the artist and Sadie Coles HQ, London, Photographer: Rory Gardiner © National Gallery of Australia, 2023

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