

Maldon & District Financial Services Ltd (MDFSL)

Executive Officer

Position Description

Community Bank
Maldon & District

 Bendigo Bank

COMPANY: Maldon & District Financial Services Limited (MDFSL)

POSITION TITLE: Executive Officer (EO) & Company Secretary

EMPLOYMENT STATUS: Permanent Part Time (24 hours/ week)

FULL TIME STARTING SALARY: \$100k

WORK LOCATION: Maldon – flexible working arrangements negotiable

REPORTS TO: Chairperson

DIRECT REPORTS: Communications Officer

Community Partnerships Lead

PERFORMANCE REVIEW: Annual

THE ORGANISATION

Maldon & District Financial Services Ltd (MDFSL) is a not-for-profit company that operates the Maldon & District Community Bank (MDCB) in a franchise partnership with the Bendigo and Adelaide Bank.

MDFSL has its primary branch in Maldon and a Customer Service Centre (CSC) in Dunolly.

There are 5 board portfolios: Audit & Governance, Communications, Community Investment, Finance and Human Resources.

MALDON & DISTRICT COMMUNITY BANK VISION & MISSION:

Our banking business provides financial capability to realise our vision.

Vision: *Thriving, sustainable & connected communities.*

Mission statement: *To provide a viable, local banking service, distribute profits and partner on projects for community benefit.*

MALDON & DISTRICT COMMUNITY BANK VALUES:

The MDFSL is a values-based organisation. The agreed values underpin all aspects of operations at the MDFSL.

The Values are *Sustainability, Integrity & Connection*

In undertaking all tasks, appropriate behaviours matching the core values must be displayed.

POSITION OBJECTIVE

To manage and implement the affairs of the company and support the board by performing the roles of Executive officer and Company Secretary.

The position will be responsible for providing a high level of administrative and governance support to assist the Board to adhere to its legislated requirements as a company and maintain good governance principles.

The position will oversee communications, community giving and community partnerships and will at all times promote a professional company profile inline with the company Values.

The role seeks personal attributes of 'eagle eye' for detail, organised, proactive, systemic thinker, accountability, sound judgement, community passion and relationship builder.

KEY RESPONSIBILITIES/ ACCOUNTABILITIES

1. Board & Secretariat Management

- Carry out Company Secretary Duties for the board and provide governance support to all portfolios.
- Coordinate board, portfolio & AGM meetings, maintain agendas and minutes.
- Undertake all Company secretary functions.
- Manage all relevant legal compliance and registers.
- Develop, maintain and monitor the delivery of charters, constitution, policy and procedures.
- Develop professional correspondence, presentations and reports.
- Contribute to the development and implementation of company strategy, business plans and projects.
- Collaborate and support Branch with administration and tasks as directed.
- Maintain positive company profile in line with the Company Values.
- Maintain confidentiality with sensitive information at all times.
- Contribute to the ongoing evaluation of community giving programs and partnering.
- Recommend and implement agreed continuous improvement initiatives.
- Other duties as directed by the Chair.

2. Financial Management

- Collaborate with and support the Treasurer, Bookkeeper, finance portfolios and external auditors.
- Carry out effective administration of budgets, accounts and reconciliations.
- Deliver communication between auditor and MDFSL as required.
- Maintain and use corporate credit card for business related expenses.

3. Member Engagement & Support

- Develop, implement and maintain effective member database and correspondence.
- Efficiently facilitate new member pledges and redemptions.
- Be proactively engage with member activities in collaboration with Community Partnership Lead.

4. Community Engagement

- Manage and collaborate with Community Partnerships Lead to ensure:
 - Positive relationships with key stakeholders
 - Professional community investment program
 - Successful events
 - MDFSL representation and relevance.

5. Community Partnerships

- Oversee and collaborate with Community Partnerships Lead to deliver:
 - Efficient and effective Community Investment program with strong governance.

6. Communications

- Oversee and collaborate with Communications Officer to deliver:
 - Marketing plans and budget
 - Marketing campaigns
 - Partnership and funding impact reports
 - Effective social media
 - Annual Report.

7. Human Resources (HR)

- Manage the Communications Officer and Community Partnership Lead.
- Support Branch Manager & Board on HR and payroll matters.
- Coordinate induction, orientation, boarding/off-boarding of Board Members and direct reports.
- Coordinate educational and learning opportunities for Board Members and direct reports.
- Ensure engagement and alignment with Enterprise Bargaining Agreement.
- Participate in salary, performance review and professional development.

KEY RELATIONSHIPS:

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|--------------------------|---|
| Reports to: | Board Chair |
| Supervises: | Communications Officers and Community Partnerships Lead |
| Internal Liaison: | Board Members, Branch Manager and banking staff |
| External: | Bendigo Bank reps, Members, Community Groups, Body Corporate, Rural Transactions Centres, Neighbourhood houses, Local Government, Local Businesses. |

ADDITIONAL INFORMATION:

- 3 month probation period
- A satisfactory Police Record Check is required for this position.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- Some flexibility in working hours is required including early starts, weekends, public holidays and evening work.

PERFORMANCE INDICATORS

- Board feedback on behaviours and role delivery.
- Community feedback.
- Efficiency of company records.
- Accurate and timely completion of the legal and compliance tasks.
- Evidence of development areas and innovation for board consideration.
- Effective community partnerships.
- Effective reporting on company activities, themes and trends.

SKILLS AND ATTRIBUTES

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|-------------------------------------|---|
| Technical/ Specialist Skills | Governance and compliance, company secretary duties, attention to detail, staff management, customer service and high-level administration (Note: previous Company Secretary experience will be highly regarded). |
| Personal Attributes | Integrity, Communication, Teamwork, Time management. |
| Experience | Substantial direct or relevant working experience in high level administration, executive support, governance support, company secretary or related discipline. |
| Qualifications | Degree or Diploma in Legal, Governance, Community Development, Management all highly regarded but not mandatory. |

KEY SELECTION CRITERIA

1. Experience operating in a legislated or corporate governance environment with the ability to understand, review and ensure compliance with legislation and policy and provide advice as it relates to governance issues.
2. Highly developed understanding of community development practice and principles.
3. Staff management experience.
4. Financial management competence, including ability to manage budgets and resources.
5. Highly effective interpersonal, communication (written and verbal) skills
6. Highly developed administrative and organisational skills that can be applied in an environment of conflicting demand, including well developed time management and prioritisation skills.
7. Highly proficient in the use of computer software including Microsoft Office suite and familiarity with software packages that assist in building and managing agendas and minutes and the use of technology to facilitate effective hybrid meetings.
8. Ability to work outside normal business hours as required and be physically located in Maldon office or other as negotiated
9. Demonstrate commitment to MDFSL purpose, values and confidentiality.

AGREEMENT

I have read and understand the above position description and agree to undertake the duties as outlined. I declare that I have no health, medical or other restrictions that would impact upon my ability or capacity to undertake these duties in a safe manner. Ongoing employment is subject to a satisfactory Police check and maintaining a current Working with Children Check.

Incumbent Name/ Signature/ Date:

Chair Name/ Signature/ Date:
