

EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

Corporate Services

EXAMPLE 1

PROFILE / CAREER OBJECTIVE

Following a successful career in the Banking and Finance sector my broad range of skills enabled me to transition to a Senior Corporate Services position in the Not-for-Profit sector. Accomplished in strategy, growth, human resources, finance, risk, fundraising and events, I have a proven track record of success in driving sound operational business outcomes.

I am currently seeking to build on my successful career in the NFP sector by securing a Corporate Services or COO role in a highly regarded service delivery organisation in that sector. Ideally, such a position will align closely with my strong values and enable me to directly and positively impact the wellbeing of the organisation's clients and staff.

SKILLS & ATTRIBUTES

Management and Leadership

- Experienced member of a senior leadership team, with proven effectiveness in dynamic and complex environments undergoing significant change and transition
- Demonstrated capacity to contribute to the development of the Strategic Plan through regular communication to ensure staff engagement and delivery of objectives
- Driving cultural change projects ensuring communication to adoption by all staff
- Inclusive and collaborative management style to effectively guide and direct individuals and national teams to improve performance and deliver results
- High level problem solving, research/analytical capability including interpreting information and making specific recommendations

Corporate and Commercial Acumen

- Human resource management including restructuring, workforce planning, industrial relations, learning and development, recruitment and retention, WorkCover and health & safety
- Budget preparation and monitoring, forecasting, financial analysis, P&L and board reporting
- Project and contract management, fundraising and events
- Oversee the strategy and functionality of Information Technology Systems
- Extensive understanding of government funding and resulting cost constraints
- Property, facility, fleet and asset management
- Organisational quality, risk management, compliance and mitigation
- Continuous improvement through creation of national policies and procedures

Communication and Interpersonal

- A self-motivated, passionate individual with a strong work ethic and "can do" attitude who brings abundant drive, commitment and energy to all levels
- A confident public speaker with a well-developed communication style that delivers clear, succinct and influential messages to a wide range of internal and external stakeholders
- Proven relationship builder who successfully engages with stakeholders, including funders, donors and business partners
- Flexible team player who thrives in environments requiring ability to effectively prioritise and juggle multiple projects in a complex environment

Corporate Services

EXAMPLE 2

PROFILE

Dynamic and results-oriented Commercial Manager with over 15 years' experience across private and not-for-profit sectors. Possessing a Master of Management (Finance) from The University of Melbourne, I provide expertise in financial modelling, commercial strategy and forecasting, complex budget management and insights into strategic growth possibilities and risk management. With excellent commercial and business acumen, I specialise in maximising the value of a company's resources and investments whilst minimising risk and cost, as well as contributing to strategic direction.

CAREER OBJECTIVE

Currently seeking a role as a Commercial Director or Head of Finance within a large private sector entity, where I can leverage my experience to drive strong financial performance and process improvements.

SKILLS & ATTRIBUTES

- Leadership/mentorship of Finance Teams, with a pleasant and approachable interpersonal style, passionate about empowering teams and maximising effectiveness through positive workplace culture
- Strong oral and written communication, proficient in providing expert advice and high-quality reporting to Boards/Executive teams, as well as contributing to the direction of a business by offering financial growth strategies
- Excellent understanding of contract law and pricing, able to provide expertise in contract negotiation
- Strong knowledge in risk management and mitigation, governance and legislative compliance
- High level of IT literacy
- Developing business cases to provide recommendations for optimisation activities (pricing, revenue generation, cost efficiencies)
- Complex budget management for small and large businesses
- Excellent financial analysis and assessment of overall business performance