

Biography – Kevin Riley

Qualifications:

- Bachelor of Economics
- Graduate Certificate Business Administration
- Certificate IV in Assessment and Workplace Training
- Certificate IV in Government (Financial Services).
- Fellow of Chartered Accountants Australia and New Zealand (FCA)
- Fellow of the CPA Australia (FCPA)
- Chartered Public Finance Accountant (CPFA) with the Chartered Institute of Public Finance and Accountancy (UK).

Memberships:

- Australian Institute of Company Directors (MAICD)
- Institute of Public Administration Australia (MIPAA)
- American Society for Public Administration
- Association for Budgeting and Financial Management (USA)
- Association for Coaching International (UK)
- International Association of Facilitators.
- Kevin is also the National Treasurer, National Councillor and member of the National Executive of the Institute of Public Administration Australia.

Experience – Risk Management

Kevin's relevant risk management experience is based on both assessing risks and developing internal controls in response to risks as well as the development and delivery of risk management training.

Kevin is a highly experienced facilitator and practiced in applying adult learning principles, facilitation and presentation techniques. Kevin has more than 20 years experience of designing and delivering training programs in strategy, finance, accounting and management. His relevant experience in risk assessment, risk management and review of internal controls includes:

- ♦ Delivering Comcover's suite of risk management training since 2013, including: *Risk Management Fundamentals; Embedding a Risk Management Framework; Policy and Project Management; Fraud Control; and Business Continuity Management.*
- ♦ Developing and facilitating Comcover's new SES risk management training program, *A Strategic Perspective to Managing Risk*, incorporating a facilitated face-to-face workshop for senior executives in the Australian Public Service.
- ♦ Developing and facilitating Comcover's new *Applying the Risk Management Process* training program, a facilitated two-day face-to-face workshop.
- ♦ Developing and delivering an *Introduction to Assurance Practices* for the Australian Investments and Insurance Commission (ASIC) as part of their new Regulatory Practice Technical Learning Framework.

- Developing and delivering a half-day SES *Mastering Your Financial Environment* seminar for the APSC and in conjunction with the Department of Finance.
- Delivering a range of management training programs on behalf of the Department of Foreign Affairs and Trade (DFAT). These include: *Financial Management 1* - for Heads of Mission and Finance Managers and Policy Officers who are being posted to overseas missions and addresses their requirement for being alert to control risks, including the potential for the risk of fraud and breakdowns in internal control.
- Developing and delivering a *Fraud and Ethical Practice Awareness* workshop for the Tasmanian Department of Health and Human Services.
- Kevin led a project team to review the risk assessments and internal control processes supporting the approval of Austrade's Export Market Develop Grants (EMDG) Scheme applications.
- Kevin was responsible for the internal audit and internal controls reviews of Australian Maritime Safety Agency (AMSA); ACT Department of Urban Services; and National Gallery of Australia. Each of these assignments addressed risk assessments around key controls over human resource management, procurement, asset and inventory management, cash handling, fraud and ethical behaviours.

Experience – Financial and Budget Management

Kevin's relevant financial and budget management experience is based on both developing financial management policies and procedures, implementing financial management information systems and developing and managing budgets as well as the design, development and delivery of financial and budget management training. This experience has been gained over more than 20 years and includes:

- Consulting to the Department of Finance (Finance) and providing strategic and financial management advice within the Budget Group, including the Budget Co-ordination Unit. This included working in Budget Group over two Budgets and Mid-Year Economic and Fiscal Outlook (MYEFO) cycles as well as drafting chapters of the Budget Group Manual, including: *Explanation of the Accrual Framework; Guide to the Budget Papers; Explaining Resourcing – Fiscal, Cash and Operating Balances; and Costing New Policy Proposals*.
- As part of the first accrual Budget Kevin provided briefings on the accrual budget concepts to Ministers, Shadow Ministers, Senators and Members of Parliament. This was conducted on behalf of the Office of the Minister for Finance, the Hon. John Fahey, MP.
- Developing and facilitating the SES *Mastering Your Financial Environment* seminar for the Australian Public Service Commission (APSC).
- Developing and facilitating the APSC's 'blended learning' *Financial Management and Budgeting* program, including eLearning pre-workshop materials and face-to-face workshop.
- Developing and facilitating a *Practical Financial Analysis* workshop for the Australian Securities and Investments Commission (ASIC).
- Developing and delivering a range of financial management training workshops for the Department of Health. The workshops include *Introduction to the Commonwealth Budget; Building Your Budget; Managing and Monitoring Your Budget; Keeping the Books - An Introduction to Accounting; and Financial Analysis*.
- Delivering a range of management training programs on behalf of the Department of Foreign Affairs and Trade (DFAT). These include: *Financial Management 1* - for Heads of Mission and Finance Managers and Policy Officers who are being posted to overseas missions and addresses their requirement for being alert to budget development and management, internal control risks, including the potential for the risk of fraud and breakdowns in internal control.
- Developing a financial management program for the senior executives of RailCorp and delivering this one-day workshop to the Chief Executive and Management Board and all senior Group General Managers and General Managers and senior executives of RailCorp.
- Delivered financial management training for the Senior Management Group of the Tasmanian Department of Health and Human Services.

Experience – Coaching

Kevin's relevant executive coaching experience is focused on assisting executives to apply business management principles including strategic analysis, strategy development, financial analysis, cost-benefit analyses and development of performance information. His relevant experience includes:

- Coaching senior executives within the Department of Finance on the implementation of budget reforms and the impact of budget decisions on the General Government Sector budgeted balance sheet, underlying cash balance, fiscal balance and headline cash balance.
- Executive coaching as part of a leadership development program for the Australian Maritime Safety Authority (AMSA). These coaching sessions were programmed over the nine-month leadership program to enable participants to obtain direct coaching advice on progress in completing workplace-based projects designed to stretch executives and enable them to develop better understanding of their leadership and communication skills.
- Coaching as part of a development program for the Australian Bureau of Statistics (ABS). These group and individual coaching sessions were held regularly over a one-year development program to enable participants to obtain direct coaching advice on progress in completing workplace-based projects. Projects were allocated from the ABS Executive addressing real challenges being faced by the ABS. The program culminated in the delivery of presentations to the ABS Executive on proposed solutions to the challenges.
- Assisted the Chief Finance Officer (CFO) of the Department of Communications, Broadband and the Digital Economy with coaching for Executive Level staff within the CFO Group. Participants had an Individual coaching plan developed after initial meeting with the CFO and each participant and the development of measurable coaching goals. Each participant was assigned development tasks in order to achieve their coaching goals.
- Executive coaching in strategy and finance with the Australian Managing Director of the Australian subsidiary of Avery Dennison, manufacturer of display graphics, labelling and packaging materials, RFID tags and inventory management company.
- Executive coaching in strategy development and implementation, finance, performance management and the Balanced Scorecard with the Vice-President, Asia-Pacific of Haworths Inc. a manufacturer of office furniture and workplace design company.
- Advising the Defence Reform Committee, Chaired by the Secretary of the Department of Prime Minister and Cabinet and including the Secretaries of Defence, Finance and Treasury on the ability of Defence corporate information systems to support internal purchaser-provider arrangements.