

CHIEF FINANCIAL OFFICER

Job Description

Key Position Information	
Job title	Chief Financial Officer
Reports to	Chief Executive Officer
Location	St Leonards, Sydney, Australia
Salary package	TBD (salary packaging available)
Hours	Full Time
Duration	Permanent
Review	Subject to performance review against agreed indicators
Purpose	The Chief Financial Officer (CFO) is accountable for all administrative, financial, and risk management operations. The CFO will develop and oversee financial strategy, the design and management of financial models for profitable products and services, metrics tied to strategy, and the ongoing development and monitoring of control systems designed to grow the organisation's assets and report accurate financial results.
Key relationships	The CFO is a member of the Senior Management Team
Qualifications	<p>The Chief Financial Officer should have:</p> <ul style="list-style-type: none"> • postgraduate qualifications in accounting or business administration, or equivalent business experience; • a thorough knowledge of accounting principles and procedures, financial modelling, experience in creating financial statements tailored to the specific requirements of the organisation, and experience with general ledger and routine accounting processes; • experience working as part of an executive team; and • a high level of written and oral communication skill. <p>Preference will be given to candidates with an MBA in Finance and who are CA/CPA qualified. Experience in the international development sector is an advantage.</p>
Travel	Aproximately 50 days per year of international and domestic travel to support AOP's international entities and partners, meet with clients and participate in sector events.
Policy & Conduct	All employees of Action on Poverty make a personal commitment to the organisation's mission and values, and indicate this by signing Action on Poverty's Staff Code of Conduct. It is expected that personal and professional conduct will be consistent with all expectations set out in Action on Poverty's policies and Employee Manual.

About Action on Poverty	
Our vision	For all people to transcend the injustice, indignity, and inequality of entrenched poverty.
Our mission	To empower local changemakers to break the cycle of poverty in their communities.
About us	Established in 1968, Action on Poverty (formerly the Australian Foundation for the Peoples of Asia and the Pacific (AFAP)) is an independent, secular, not-for-profit,

	<p>fully accredited Australian non-government organisation working with partners around the world to take action on poverty in developing countries.</p> <p>We are passionate about maximising the impact of philanthropy in improving lives around the world. We enable a more open and engaged form of international development by connecting people with purpose to initiatives that work. We aim to simplify engagement with international issues and enable people everywhere to take action on poverty.</p>
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Principal Accountabilities	
Planning and Strategy	<ul style="list-style-type: none"> • Assist in formulating the organisation's future direction and supporting tactical initiatives • Monitor and direct the implementation of a strategic business plan • Develop financial and tax strategies • Manage the capital request and budgeting processes • Develop models, systems, and processes that maximise the financial performance of all revenue streams • Develop financial performance measures and monitoring systems that support the organisation's strategic direction
Operations	<ul style="list-style-type: none"> • Participate in key decisions as a member of the executive management team • Maintain close operational relationships with all members of the management team • Manage the accounting, human resources, legal, tax, and treasury functions of the organisation • Oversee the financial operations of international entities, including establishment of new international entities • Oversee and evaluate the financial systems and reporting processes from funded partners internationally • Oversee the financial training and systems development of funded partners internationally • Manage vendor relationships • Manage any third parties to which accounting or finance functions have been outsourced • Oversee the company's transaction processing systems • Implement operational best practices • Oversee employee benefit plans, with particular emphasis on maximising attractive, competitive and cost-effective benefit packages • Oversee negotiation and formulation of client contracts • Supervise acquisition due diligence and negotiate acquisitions
Financial Information	<ul style="list-style-type: none"> • Ensure all required financial information is prepared and presented on time • Review and approve all filings with the ACNC and ACFID • Report financial results to the Board of Directors • Monitor cash balances and cash forecasts • Ensure cash flow is appropriate for operations
Risk Management	<ul style="list-style-type: none"> • Understand and mitigate key elements of the organisation's risk profile • Monitor all open legal issues involving the organisation, and legal issues affecting the sector • Construct and monitor reliable control systems • Maintain appropriate insurance coverage • Ensure that the organisation complies with all legal, regulatory, contract, and grant requirements • Ensure that record-keeping meets the requirements of auditors, the ACNC, ASIC, ACFID and other government agencies • Report risk issues to the Audit, Governance and Risk committee of the Board of Directors

	<ul style="list-style-type: none">• Maintain relations with external auditors and investigate their findings and recommendations
Third Parties	<ul style="list-style-type: none">• Maintain banking relationships• Represent the organisation in appropriate forums, including ACFID and ACNC groups as appropriate