

CHIEF OPERATING OFFICER JOB DESCRIPTION

Key Position Information	
Job title	Chief Operating Officer
Reports to	CEO
Location	Sydney, Australia
Hours	Full time
Duration	Ongoing
Purpose	<p>The Chief Operating Officer role is instrumental in ensuring that Action on Poverty (AOP) has the people, systems and processes to continue operating in a sustainable manner to achieve our vision of all people thriving in a world without poverty.</p> <p>As a member of the Executive leadership team, the role will be accountable for leading all financial, risk management and support functions including IT, Operations and HR in the organisation scattered across AOP's Sydney and Hanoi Office.</p>
Key Stakeholders	<p>Internal</p> <p>AOP Board, AOP Finance team in Sydney and Vietnam, AOP Operations team in Vietnam, AOP Senior Leadership team</p> <p>External</p> <p>Key suppliers, Institutional donors, Key regulatory bodies, Auditors, Industry groups, AOP's overseas partners</p>
Team	<p>This role is an integral part of the Executive Leadership Team and collaborates with various departments within AOP. It leads a team of 8 FTEs across Australia, Vietnam and Solomon Islands.</p>
Key Selection Criteria	<p>Through your relevant experience with at least two years in a not-for-profit executive role, you would have demonstrated the below:</p> <ul style="list-style-type: none"> • Financial Acumen: Strong financial skills to manage budgets, forecasts, and financial performance. • Operational Expertise: Deep understanding of the international development sector and its operational intricacies of working in a multi country office environment. • Risk Management: Ability to implement risk management plans from board level through to operational level in the organisation. • Support functions: Experience influencing support functions like HR and IT • Compliance: Deep understanding of the compliance requirements for the sector and major donors like DFAT including experience working on DFAT ANCP Accreditation

	<ul style="list-style-type: none"> • Excellent communicator: Ability to draft and present board reports, donor reports, liaise with international partners and suppliers, team members in various countries and departments. • Academic qualification: CA, CPA, MBA and/or equivalent qualification
Personal Characteristics	<ul style="list-style-type: none"> • Mission alignment: Strong desire to contribute their professional skills to create a world free from poverty. • Champions values: Willingness to role model AOP's values of integrity, respect, collaboration and pursuit of excellence. • Strategic Execution: The ability to translate strategic goals into actionable and scalable plans and processes. • Grit and Resilience: A gritty and resilient leader who thrives in the face of challenges and has a "get it done" attitude. • Problem-Solving Skills: Exceptional problem-solving skills to diagnose and resolve operational bottlenecks, adapt to dynamic market conditions, and facilitate cross-functional collaboration. • Emotional Intelligence: High emotional intelligence to manage relationships and navigate complex interpersonal dynamics in an international context.
Policy & Conduct	<p>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. AOP is an:</p> <ul style="list-style-type: none"> • An equal opportunity employer • A child-safe organisation; and, • All successful candidates are subject to reference checks, a police check, and a working with children check.

About Action on Poverty	
About us	<p>Action on Poverty (AOP) is a secular, not-for-profit non-government organisation (NGO), founded in Australia in 1968. AOP supports Programs in Africa, the South Pacific, Southeast Asia and South Asia. Working in partnership with others is a key feature of our work. We focus on strengthening and empowering local civil society groups in developing countries to better meet their own aspirations.</p> <p>AOP holds full accreditation with the Australian Government and is a signatory to the Australian Council for International Development (ACFID) Code of Conduct, which requires high standards of corporate governance, public accountability and financial management.</p> <p>AOP's Strategic Plan for 2024-29 outlines three strategic objectives:</p> <p>1. Sustainable impacts on poverty reduction</p>

	<p><i>AOP initiatives have positive and measurable impacts in communities, reflective of their priorities.</i></p> <p>2. Recognised leader in reducing poverty in innovative ways</p> <p><i>Key stakeholders recognise AOP's reputation for co-designing scalable community development initiatives.</i></p> <p>3. Operational excellence</p> <p><i>AOP's operating model reflects best practice financial management, program management and governance frameworks.</i></p> <p>Our work is funded by contributions made by the Australian public and from the Department of Foreign Affairs and Trade (DFAT) through the Australian NGO Corporation Program (ANCP).</p>
Our vision	All people thriving in a world without poverty.
Our mission	To be the catalyst that mobilises and collaborates with changemakers globally to create environments free from poverty in which communities flourish. We partner with changemakers in local communities around the world to convert new or innovative ideas into scalable, evidence based and cost-effective solutions that address the root causes of poverty. Our support and solutions are tailored to meet community needs and priorities.

Principle Accountabilities	
Planning and Strategy	<ul style="list-style-type: none"> Continually influence organisational strategy through creating dashboards that monitor progress towards strategy Provide actionable insights that shape the future direction of the organisation Participate in key decisions as a member of the executive management team
Operations	<ul style="list-style-type: none"> Manage the finance, legal, tax, HR, and IT functions of the organisation Oversee the operations of international entities Operationalise, monitor and evaluate the effectiveness of systems and processes to align with organisation's objective and risk appetite
Finance	<ul style="list-style-type: none"> Ensure all required financial information is prepared and presented in a timely and accurate manner including reporting to donors, regulators, board and board sub committees. Ensure finance related policies and procedures are in line with the risk appetite
Risk Management	<ul style="list-style-type: none"> Understand and mitigate key elements of the organisation's risk profile through diligently monitoring and shaping the risk environment Ensure that the organisation complies with all legal, regulatory, contract, and grant requirements Report risk issues to the Audit, Governance and Risk committee of the Board of Directors
Third Parties	<ul style="list-style-type: none"> Maintain banking and key vendor relationships Represent the organisation in appropriate forums, including ACFID and ACNC groups as appropriate

	<ul style="list-style-type: none"> • Maintain a relationship with your counterparts in AOP's overseas partner organisations
WHSW and Compliance	<ul style="list-style-type: none"> • Facilitate the continuous improvement of workplace health, safety and wellbeing within AOP, • Lead DFAT ANCP accreditation for Finance, legal and governance sections