

HEAD OF FINANCE AND OPERATIONS



As a youth-run not-for-profit, Oaktree consists of passionate individuals who are eager to create a more just world. As with any other organisation, structures and systems need to be in place in the background to enable these impact activities. Without this foundation, Oaktree's impact won't be as effective or efficient.

As the Head of Finance and Operations, you will be a part of the Executive Team reporting to the CEO and feeding into two sub-committees. You will be responsible for ensuring that appropriate financial, risk and legal systems are in place and being adhered to as well as contributing to organisational strategy, vision and decision-making.

As Head of Finance and Operations, a typical day might look like:

- Managing and investing in internal volunteers, particularly from the Finance and Legal team.
- Training and upskilling stakeholders in areas of Finance, Legal and Risk.
- Involvement in organisational strategy and making decisions on operational matters

Financial

- Evaluating and implementing robust financial systems and internal controls
- Managing the preparation of annual financial statements, including liaising with auditors
- Reporting on the financial position of Oaktree to relevant internal stakeholders
- Preparing the financial budget for the organisation and ongoing forecasts

Legal and Risk

- Reviewing organisational policies, contracts and other key documents.
- Keeping abreast of legal and regulatory requirements for Oaktree and putting processes in place to ensure compliance
- Overseeing organisational risk management - ensuring that relevant processes have been followed that risks are escalated as necessary

Reporting and governance

- Supporting the CEO to ensure timely and relevant reporting to the Board on the organisation's financial, legal and risk standing.
- Accountable and providing updates to the Finance Sub-Committee as well as Risk and Compliance Sub-Committee. Receive professional advice and guidance in these spaces.

Who we are looking for:

- Someone aged under 25
- Deeply passionate about creating a more just world
- Completed a Bachelor Degree in Commerce, Accounting or similar major (Studying or have completed CA or CPA program advantageous) or have equivalent work experience
- Values and displays integrity and a positive attitude
- Have experience in managing a team (volunteer management a bonus)
- Strong problem solving and critical thinking skills
- Good written and oral communication skills
- Above average Microsoft Excel skills
- Adaptability to a fast paced, constantly changing environment
- Ideally have 1+ years of practical work experience in a related field

We value will over skill, determination over degrees, and passion over years of experience

What you will get out of it:

- Mentoring opportunities with experienced professionals on the sub-committees and board
- Practical experience managing and improving the financial systems and processes of a vibrant not-for-profit organisation.
- Develop and improve technical expertise in finance, legal and risk, as well as soft skills such as leadership and people management
- Broaden your professional and personal networks, particularly in the not-for-profit sector
- Work alongside some of the brightest and most passionate individuals in Australia
- Understand and be involved with organisational governance structures

Please note, due to Oaktree being a youth-run organisation with an age limit of 16-26, all people applying for Executive positions must be aged under 25 at the time of their application as we require a 2 year commitment for all Executive positions.

For the full Position Description please email s.cain@oaktree.org

APPLY AT: <https://oaktreeorg.typeform.com/to/DDxczo>

APPLICATIONS CLOSE: Friday 10th April 2020

FOR QUESTIONS s.cain@oaktree.org

We are committed to building a workplace and community that encourages, supports and values diversity. We want to ensure everyone's individuality can thrive, because you're at your best when you can be yourself. To find out how we could support you, check out oaktree.org/diversity

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TIME COMMITMENT 26.25-30 hours per week (0.7-0.8FTE) | This is a paid position
(SCHADS 3.1-4.3)
REPORTS TO Shani Can | CEO

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