

FINANCE OFFICER

Oaktree is an ambitious not-for-profit with the mission of young people leading, demanding and creating a more just world. As with any organisation, Oaktree needs a solid foundation. The finance team ensures that the financial operations of this million-dollar organisation run effectively and efficiently, enabling Oaktree to achieve maximum impact.

It is incredibly important that the finance team is made up of people who work together, get things done and have fun while doing it. This will allow for the maximum impact to be generated from our international projects and local campaigns. The Finance team is always working hard to develop strategies to help with this. As the Finance Officer, you will play an important role in helping to ensure that Oaktree's financial controls and processes operate efficiently and are the best they can be.

As a Finance Officer, a typical day might look like:

- Assisting with Oaktree's financial reporting obligations
- Ensuring the accuracy in financial recording and reporting through reviewing Oaktree's accounting records on Xero
- Researching best practice for financial controls and processes for similarly sized organisations
- Evaluating Oaktree's current financial controls and processes, and providing specific recommendations for improvements
- Assisting the Director of Finance and Head of Finance & Operations with ad-hoc tasks
- Catching up with the Director of Finance for your regular one on one, personal growth plan
- Participating in team and organisation-wide activities.

Who we are looking for:

- You're passionate about empowering youth and leading, demanding and creating a more just world

- You're a motivated and driven individual with a strong work ethic
- You have the potential to learn and grow



- You can manage time well, work independently or as part of a team
- You have good communication skills, both verbal and written
- You're interested in deepening your understanding of an organisation's financial controls and functions.

We value will over skill, determination over degrees, and passion over years of experience. So go for it. Put your name forward.

What you will get out of it:

- Be part of Australia's largest, youth-run development non-profit and an amazing community of like-minded, and passionate young people. • Experience working with the financial functions of a complex not-for-profit organisation
- Receive opportunities for training and mentoring from both industry and NFP sector professionals
- Develop skills in finance management that will carry you forward in your career
- Build your professional network and industry connections
- Grow personally and build strong friendships with purpose-driven, intelligent, humble and fun team-mates
- Help Oaktree increase its impact in its movement to create a more just world

TIME COMMITMENT: 2 days per week, ~ 12 hours per week | This role is **voluntary**

REPORTS TO: William Kabira | Director of Finance

FOR QUESTIONS: William Kabira | w.kabira@theoaktree.org

APPLICATIONS CLOSE: Monday 10th May 2021 11:59PM

Apply at: <https://oaktreeorg.typeform.com/to/pPBftUS>

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