

## POSITION DESCRIPTION

<b>Job title</b>	<b>Chief Financial Officer – Maternity Leave</b>
Department	Corporate Services
Reports to	CEO
Direct reports	Accountant Assistant Accountant Office Administrator Revenue and Database Administrator Systems Change Manager People and Culture Manager
Indirect reports	Volunteers and interns
Location	Sydney
Employment Basis	Full time – 14 month contract

## OVERVIEW OF OPPORTUNITY

Today, more than two billion people around the world struggle to survive on less than \$2 a day. Opportunity International Australia (Opportunity) exists to bring about a measure of justice, dignity and purpose for families living in poverty. We do this by supporting local microfinance organisations that provide innovative financial solutions to empower families, create small businesses and build vibrant communities. Throughout all our work, we deeply value relationships.

Opportunity is different to other NGOs in that we often invest in our program partners by way of debt or equity, instead of the traditional grant funding method. Debt and equity funding made to our partners appear as assets on our balance sheet. These investments can make our net assets appear large, however we don't expect to repatriate funds to Australia or aim to make any profit. As partners repay their loans, the funds get re-lent to other partners.

In 2016, Opportunity raised \$8.2 million in donations and government grants and had a net asset position of \$70.7 million. Total international programs expenditure was \$14.3 million in 2016 and 9.6 million families were provided with small loans and savings accounts.

## VISION

Our vision is a world in which all people have the opportunity to achieve a life free from poverty, with dignity and purpose.

## MISSION

By providing financial solutions and training, we empower people living in poverty to transform their lives, their children's futures and their communities.

## **MOTIVATION**

We respond to Jesus Christ's call to love and serve the poor. We seek to emulate the Good Samaritan, whose compassion crossed ethnic groups and religions. We serve all people regardless of race, faith, ethnicity and gender. Read more about the importance of relationships in our work.

## **PRIMARY PURPOSE OF ROLE**

To manage the accounting and administration, risk, compliance, treasury, human resources and information technology functions for Opportunity International Australia and its related investment companies.

## **KEY RESPONSIBILITIES**

### **Accounting and administration**

- Manage the organisation's financial administration including accounts payable, accounts receivable, programs pipeline, payroll and general ledger accounting
- Manage revenue management activities including donation processing
- Collection of statutory and management accounting information and the preparation of budgets, reports, forecasts, and consolidated profit and loss reports
- Manage budgeting process across all divisions
- Monitor, evaluate and report on the performance of the organisation

### **Risk and Compliance Management**

- Monitor and report on the key organisational risks
- Manage compliance with regulatory bodies (ie: ATO, ASIC, ACNC, ABS, Superannuation, charities and licensing bodies, workers compensation etc)
- Manage Systems Assessments of key implementing partners

### **Human Resources**

- Manage and mentor direct reports
- Support the organisation's recruitment and separation activities
- Oversee the intern and volunteer program
- Oversee the payroll process ensuring annual compliance with ATO requirements due to PBI status
- Support performance management and salary review process

### **Treasury**

- Manage bank relationship, cash flow and fund disbursements to international programs

### **Information Technology and Facilities**

- Manage Financial and Customer Relationship Management databases, including data integrity, security, process improvements and 3rd party interfaces (including payment processor, campaign monitor and website)
- Manage relationship with outsourced information technology providers

- Manage access to the IT network – new user accounts and removals
- Manage the business continuity planning/emergency response process/data breach response plan, ensuring we have contact details for all staff, emergency plans in place and are communicating to all staff
- Support management of facilities including building management, lease negotiation and asset procurement

#### **Ad-hoc projects**

- Support the organisation in meeting its strategic objectives by providing valued business advice
- 2018/19 Projects include (but are not limited to): Launch of social debt fund and accounting/compliance requirements and relocation of the Sydney office.

#### **ROLE REQUIREMENTS**

- Demonstrates an intimate understanding of the core business and supporting functions and operations
- Demonstrates an ability to manage and analyse data to identify risks and opportunities
- High level numeric and logical thinking
- Demonstrates an ability to consistently improve performance with regard to productivity, profitability, staff effectiveness and efficiency
- Ability to manage projects and change processes through planning, monitoring, communicating, reviewing and progress reporting to all key players
- Demonstrates an ability to articulate in depth information about the business, the industry and policy implications
- Demonstrates smooth and timely organisational skills
- Builds effective team practices within business units and in the management group
- Strategically develops human resources within the overall organisation

#### **Qualifications**

- A current member of the Institute of Chartered Accountants in Australia, CPA Australia or equivalent professional body

#### **Experience**

- Senior management experience in a similar role (including overseeing operations, budgeting, people leadership and risk management functions)

#### **Communication**

- Consultative communication approach, great presentation skills and effective listening and feedback skills

#### **Personal Computer Operation**

- Advanced Microsoft Word, Outlook and Excel skills
- Intermediate PowerPoint skills
- Previous experience with CRM Software, preferably Raisers Edge

#### **Travel**

- Interstate and international as required

### **Essential capabilities**

- Proactive – Displays a tendency for action beyond what is required or expected; anticipates situations or challenges ahead of time with a longer-term focus and takes appropriate action; is a self-starter prepared to take initiative.
- Commitment to service – Exhibits a passion for building high quality professional relationships and provides warm customer service when dealing with donors, staff, Ambassadors and/or partners.
- Results orientation – Acts promptly to accomplish objectives, takes ownership and accountability, able to identify problems and implement creative solutions.
- Adaptability and resilience – Able to manage different personalities and communication styles; confident and assertive to question/challenge decisions where required; flexibility to work in a fast paced and changing environment.
- Excellent organisational and time management skills – Able to project manage with attention to detail; ability to work to tight timeframes; can manage multiple projects and prioritise.
- Exceptional personal standards – Upholds principles of honesty, professionalism, integrity and reliability.
- Commitment to the Christian ethos and Opportunity's vision, motivation and values.

## **OPPORTUNITY'S VALUES**

**Commitment:** to our clients and their transformation. We are committed to loving and serving those who are poor and marginalized in the developing world, striving to enable lasting improvement in their lives, families and communities. The needs, expectations and wellbeing of families in poverty inspire everything we do.

**Humility:** a spirit of serving in all that we do. We are committed to modelling our behaviour on being of service to one another, and not on any supposed personal superiority or advantage (whether based on our position, influence, personality, wealth or otherwise).

**Respect:** consideration shown to all people and commitment to teamwork. We operate on the basis of respect for all people; in particular, we aim to fully value everyone and to affirm personal dignity and uniqueness. This respect also is the foundation for our relationships with communities and others involved in our work – including supporters, investors, program partners and service providers.

**Integrity:** living our values with transparency and consistency. We honour the trust placed in us by the families we serve, supporters, investors, program partners, service providers and staff, endeavouring to manage all our resources transparently, reflecting our motivation. We aim to do the right things for the right reasons, whether or not anyone will know.

**Stewardship:** accountability, innovation and urgency. We are committed to being good stewards of resources, exercising a thoughtful and cost-effective use of time, skills and finances. We promote excellence, professionalism and best practice in every aspect of our work, seeking to maximise every opportunity to fulfil our mission. We believe in innovation, seeing it as another dimension of effective use of our time, talent and treasure. We are

motivated by a sense of urgency to address the needs of families living in poverty and to help them transform their lives as quickly as possible.

**Transformation:** our ultimate goal in ourselves and others. We are committed to providing services, resources and encouragement that equip families and communities for better economic prospects, new futures, new hope and dignity. We acknowledge that transformation is a two-way street and that our staff and supporters also are part of the transformational journey.