

SeeBeyondBorders

Chief Finance and Compliance Officer

Mosman, Sydney location - 16 - 24 hours per week

ABOUT THE ROLE

SeeBeyondBorders is an award winning NGO focusing on improving education for children in Cambodia by training teachers and driving systemic change. We are looking for a Chief Financial Officer to lead the organisations' corporate and financial governance, as a part of the leadership team. The CFO, reporting to the CEO, will work to ensure the finance function is professional, effective and compliant, working closely with the implementing branch to support the independent finance function in Cambodia and ensure donor requirements are fulfilled.

THE CFO RESPONSIBILITIES INCLUDE:

- The development and maintenance of the finance and risk governance framework across both central and branch activities
- Compliance with ACFID and government funding partner requirements
- The management of day to day finance activities in Australia
- The provision of regular financial reports to key stakeholders including the CEO, fundraising and the Board
- Risk and Internal Control Assessment
- Policy and Procedure creation and maintenance
- Assisting in the setting of financial goals and objectives and the preparation, review and tracking of budgets
- The management of financial forecasting and cash flow planning
- The review and placement of appropriate Insurance
- Oversight of the external audit and preparation of annual financial statements
- Company secretarial duties

KEY COMPETENCIES

- Accounting and financial management expertise, including taxation, compliance, cash management, insurance, budgeting and reporting.
- Strong communication skills with a focus on supporting the non financial staff.
- Ability to assimilate and meet varied stakeholder requirements eg ACFID, ANCP, ACNC

ESSENTIAL QUALIFICATIONS

- Qualified chartered accountant or Company Secretary
- Minimum 10 years' experience in finance role
- Experience within an NGO (preferred)
- Sense of Humour and Team Player

SeeBeyondBorders is committed to the protection and safeguarding of all children and vulnerable people from all forms of harm and abuse. All applicants will be subject to a screening process. SeeBeyondBorders views child and vulnerable people protection as a shared responsibility and it is a requirement that all applicants will follow the process set out in the Child and Vulnerable People Protection Policy.

Closing date for applications: 18th December 2020

Enquiries and application for this role should be directed to
hr.cambodia@seebeyondborders.org.

Further information about SeeBeyondBorders is available at

Web : www.seebeyondborders.org

Facebook : www.facebook.com/SeeBeyondBorders

SeeBeyondBorders is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, colour, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local country protected class.