

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 and risk systems are in place and being adhered to, as well as contributing to organisational strategy, vision and decision-making.

A typical day might look like:

- Managing, upskilling, and investing in internal volunteers, particularly from the Finance, Legal, and Data teams;
- Involvement in organisational strategy and making decisions on operational matters;
- Evaluating and implementing robust financial systems and internal controls;
- Managing the preparation of annual financial statements, including liaising with auditors;
- Preparing the financial budget for the organisation and ongoing forecasts;
- Keeping abreast of legal and compliance requirements for Oaktree and putting policies and processes in place to ensure compliance;
- Overseeing organisational risk management - ensuring that relevant processes have been followed and that risks are escalated as necessary;
- Managing the security of the organisation's database and records;
- Maintaining integrity of key platforms, including but not limited to Slack, Google Suite, Salesforce, and Xero;
- Supporting the CEO to ensure timely and relevant reporting to the Board and its subcommittees on the organisation's financial, legal and risk standing.

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.

Who we're looking for:

- Deeply passionate about creating a more just world;
- Completed a Bachelor Degree in Commerce, Accounting or similar discipline 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, critical thinking, and 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 get out of it:

- Mentoring opportunities with experienced professionals;
- Practical experience managing and improving the 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 in the sector;
- Work alongside some of the most passionate individuals in Australia;
- Understand and be involved with organisational governance structures.

Full position description available [here](#).

Time commitment: 26.25 hours per week | This is a paid position (SCHADS 3.1-4.3)

Reports to: Thenu Herath | Chief Executive Officer

For questions: t.herath@oaktree.org

Applications close: Tuesday 7th September 2021 11:59PM

Apply at: <https://form.typeform.com/to/hDYVoafq>