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# CHIEF FINANCIAL OFFICER



## JOB DESCRIPTION

DATE APPROVED: APRIL 2014

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Employer:	The ISIS Foundation (TIF) and ISIS (Asia Pacific) Pty Limited (ISIS AP). Together known as the ISIS Group. The role of Chief Financial Officer is split with 80% allocated to TIF and 20% allocated to ISIS AP.
Location:	Sydney, Australia
Employment status:	Permanent full time
Reports to:	CEO The ISIS Foundation, and CEO ISIS (Asia Pacific) Pty Limited
Direct reports:	Finance Manager, 3 Senior Accountants, Assistant Accountant
Indirect reports:	Finance Officer (Uganda), Finance Officer (Nepal), Office Manager (USA)

The purpose of the ISIS Group is to:

- work side by side with children and communities in remote areas to improve their lives, and
- change the way people think about the role of business in the world and the power of business/not-for-profit partnerships.

ISIS serves more than 30,000 people annually and has an annual budget of approximately \$5 million. Visit [www.isisgroup.org](http://www.isisgroup.org) to learn more.

## OVERALL JOB GOAL

The chief financial officer (CFO) is responsible for all financial matters of the ISIS Group. The CFO will report to and work closely with the Chief Executive Officers of TIF and ISIS AP. They will manage all global financial operations and systems, ensuring that there are appropriate processes and controls in place and that all risks are managed and mitigated. The CFO must be able to adapt to a continually evolving environment and thrive in a deadline-oriented workplace, always performing to the highest standard. They will be responsible for managing a team of five finance staff.

As a member of the senior leadership team, the CFO will be involved in strategic planning, evaluation, and professional development initiatives. They will also work with the boards of directors and trustees to develop and implement strategies across the organization. Specific responsibilities are below.

## SPECIFIC RESPONSIBILITIES

### Finance

- Coordinate the development and monitoring of budgets and financial forecasting, ensuring the global budget for the year ahead is agreed before the end of each calendar year
- Develop and utilise forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans
- Oversee cash flow planning ensuring availability of funds as needed
- Oversee cash, investment, and asset management
- Ensure maintenance of appropriate internal controls and financial procedures worldwide
- Oversee finance strategies and activities, as well as banking relationships
- Review and approve the preparation and finalisation of monthly, quarterly, six-monthly and annual financial reporting materials and metrics for ISIS managers, donors, and boards
- Review and approve month-end reconciliations, accounting journals and BAS for TIF and ISIS AP
- Ensure timeliness, accuracy, and usefulness of financial reporting for financial partners, and boards
- Oversee the preparation and communication of monthly and annual financial statements

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- Coordinate audits and proper filing of tax returns
  - Ensure financial compliance with all relevant regulations in each jurisdiction – Australia, USA, Bermuda, Uganda, Nepal and the UK

### **Leadership and Management**

- Manage five accounting staff in Australia and support the Ugandan, Nepali and USA finance staff
- Oversee the Finance Team to ensure maintenance of all accounting systems and functions
- Recruit, retain, develop and build capacity of finance staff around the world
- Ensure that there is a stringent review system in place for each major piece of work - including budgets and all finance projects
- Oversee monthly payroll, ensuring all benefits are paid to staff worldwide
- Develop financial capabilities of ISIS managers, the Global Leadership Team, and NGO partner organisations

### **Planning and Policy**

- Oversee global financial systems, policies and protocols with an eye to continuously develop and improve them
- Participate in ISIS policy development as a member of the senior management team
- Engage the CEOs and boards to develop short, medium, and long-term financial plans and projections
- Remain up to date on nonprofit audit best practices and state and national law regarding nonprofits
- Work with the Legal Department to ensure appropriate and competitive insurance cover is maintained globally for TIF and ISIS AP
- Lead the Finance Team to design and implement a new general ledger and Great Plains IT system to successfully meet all ISIS Departments' needs
- Oversee integration of financial operations into an ISIS CRM and any wider IT Infrastructure changes
- Oversee and monitor all financial risk and mitigate it where possible

## **KEY COMPETENCIES**

Ideally, the CFO will be an experienced and mature leader with at least 10-15 years of broad finance experience, including managing the finances of a \$3 - \$5 million organization. They will have worked in audit, and have experience gathering and evaluating financial information and making actionable recommendations to senior leadership. Ideally, the CFO will also have experience managing finance (accounting, budgeting, control, and reporting) for a private business and a complex nonprofit with multiple funding sources with diverse program areas delivered internationally. The CFO will have the following competencies:

### **1. Technical Skills**

- Bachelor's degree in business, management, or finance
- Formal accounting qualifications CA/CPA/ACCA
- At least 10 years of experience in accounting
- At least 5 years of experience in senior management roles
- Demonstrated experience, ideally in the nonprofit sector, in financial management and accounting (incl. financial reporting, budgeting, cash flow modelling, audit, tax and compliance obligations)
- Ability to identify risk and possess an in depth knowledge of risk management
- Ability to prepare and present Financial Reports to a global Boards
- A substantial level of competency with Microsoft Word and Excel. Technologically savvy, with an ability to point to examples of having worked with staff to develop and implement new IT processes and systems that increased efficiency in a fast-moving environment

### **2. Team Leadership and Project Management Skills**

- Excellent people management and leadership skills with experience collaborating in a multi-disciplinary, diverse, and dynamic team
- Proven effectiveness leading professionals in finance and accounting
- The ability to lead and manage a team of people in an inclusive, caring and trusting way
- Ability to delegate appropriately, and to coach and mentor finance staff
- Excellent project management skills

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### **3. Strategically Focused, yet with Excellent Attention to Detail**

- Big picture thinker and ability to think strategically and logically
- Ability to explain the story that the numbers are telling
- Exceptional attention to detail with ability to work with data, and compile, review and understand spreadsheets
- Experience and skills in process improvement

### **4. Flexible, Well-organized and Adaptive Work Style**

- Flexible self-starter, agile, with an ability to cope with shifting and competing priorities
- Excellent time management skills and the ability to prioritise multiple tight deadlines
- A fast learner, decisive and confident in own abilities
- Excellent judgment and problem solving skills
- Broadminded and positive attitude
- Calm and mature demeanour with an ability to manage stress – both for self and team
- Impeccable organisation skills
- Resourceful and creative in a low-resource environment and ability to propose new ways of creating efficiencies, and guiding investment in people and systems
- Personal qualities of integrity, credibility, and commitment
- Excellent analytical and abstract reasoning skills

### **5. Excellent Communications Skills**

- Excellent interpersonal and communication skills
- Ability to work cross-culturally
- Highly articulate with experience presenting financial reports both written and verbal
- Diplomatic approach and excellent conflict management skills
- Open and honest with a demonstrated ability to build trust with all stakeholders
- Confident in voicing considered opinions to all internal and external contacts

### **6. Strong Commitment to Social Justice**

- Deep commitment to improving the lives of people in impoverished and marginalized communities
- Experience in the Not-for-Profit Sector is desirable
- Experience reporting to donors is desirable
- International experience (especially in developing countries) is desirable
- International studies or international development experience or understanding is desirable

## **KEY CONTACTS**

### **Internal Contacts**

- Staff and volunteers within the ISIS Group, in particular the CEOs, ISIS AP Chief Operations Officer, TIF Global Leadership Team, Sydney Finance Team, Finance Officers in Nepal and Uganda and the USA Office Manager
- Directors, Trustees and Members of TIF entities

### **External Contacts**

- Financial institutions and banks
- Auditors
- Tax advisors
- Partner organisations
- Other major suppliers