



Chief Financial Officer - POSITION DESCRIPTION

ABOUT YOUNG AUSTRALIANS IN INTERNATIONAL AFFAIRS

Young Australians in International Affairs (YAIA) is a not-for-profit organisation dedicated to connecting and engaging the next generation of Australian leaders in international affairs and to building the high calibre leaders necessary to navigate Australia's future in the Indo-Pacific century. YAIA is a company limited by guarantee and a registered charity with the Australian Charities and Not-for-profit Commission (ACNC).

ABOUT THE ROLE

The Chief Financial Officer is responsible for managing the organisation's financial transactions, including by preparing financial statements and reviewing financial records according to relevant standards. As a Director of YAIA and key member of the leadership team, the CFO will work closely with the Chief Executive Officer and Chief Operations Officers to ensure YAIA meets its financial requirements consistent with its status as a registered not-for-profit company and charity limited by guarantee. This position will also manage a Finance Officer. The successful candidate will ideally have qualifications in accounting or finance, for example, CA or CPA membership. The CFO will be a confident leader who is passionate about building opportunities for students and young professionals in international affairs.

KEY INFORMATION

Title: Chief Financial Director	Length of Appointment: 12 months (3 month probation period)
Reports To: Chief Executive Officer	Commitment: 10 hours per week (approximately)
Role Type: Voluntary - volunteers will not be remunerated for their time	

ROLES AND RESPONSIBILITIES

Task	Description	% of Role
Financial Planning and Analysis	<ul style="list-style-type: none"> Work with the CEO and COO to develop a strategic financial plan, including a long-term funding plan for the organisation. Collaborate with the executive leadership team to develop detailed budgets, assisting with procurement 	60%

and quotes for spending and documentation of expenses on a project-by-project basis.

Auditing and Reporting	<ul style="list-style-type: none">● Maintain and manage transaction records.● Prepare financial statements according to ACNC regulations and conduct an internal annual review of YAIA's financial policies, assets and cash flows.● Ensure all financial transactions are reconciled and comply with relevant accounting standards and organisational values● Ensuring YAIA meets its reporting obligations under the Australian Charities and Not-for-profits Commission	30%
Networking and relationship management	<ul style="list-style-type: none">● Represent Young Australians in International Affairs by communicating and interacting with members of the international affairs community● Actively promote the work of Young Australians in International Affairs	10%

KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Interest in international affairs.
- ✓ Academic qualifications and/or demonstrated professional experience in the fields of accounting, finance, or business administration.
- ✓ Ability to think and plan strategically.
- ✓ Outstanding excel and data analysis skills.
- ✓ Previous experience in financial management
- ✓ Previous experience in a not-for-profit organisation

OTHER CRITERIA

Applicants must be:

- ✓ Australian citizens or permanent residents.
- ✓ Aged between 18 and 30.

INTERESTED?

Applications for the position of Chief Financial Officer should be addressed to Emily Conroy, Chief People Officer, Young Australians in International Affairs.

Please email a C.V. and a one-page cover letter, attached as one document, to people@youngausint.org.au (with e.conroy@youngausint.org.au cc'd).

We are excited to hear from you! Applications will be reviewed on a rolling basis, so we encourage you to apply as soon as possible.

Shortlisted candidates will be contacted for an interview (via Google Meet).