



backing local change.

POSITION DESCRIPTION

COO/CFO

POSITION TYPE

Full-time

REPORT TO

Chief Executive Officer (CEO)

DIRECT REPORTS

- Bookkeeper
- Group HR Officer (Volunteer)

WORKS WITH

- General Manager - Fundraising
- General Manager - Impact
- Marketing & Communications Manager

ABOUT YGAP

ygap is an international development not-for-profit with an innovative approach to alleviating poverty.

We back innovative impact ventures led by local people in some of the world's toughest communities. This is the most effective and sustainable way to tackle poverty; local impact entrepreneurs deeply understand the unique challenges of their communities and are best placed to develop impactful solutions.

ygap provides the opportunity, training, funding and the ongoing support to grow social impact ventures and lift communities out of poverty.

We work across Africa, SE Asia, the Pacific and Australia. To date, we have supported over 444 entrepreneurs & improved the lives of over 620,000 people living in poverty.

OUR RECRUITMENT GUIDING PRINCIPLES

We have three guiding principles by which we approach our hiring process:

1. We embrace working remotely and flexibly: it is about the quality of work and how best to achieve this.
2. We encourage applicants from all cultures, ethnicities and backgrounds.
3. We have a strong focus on diversity, inclusion, gender equity and gender equality across all our operations.

OUR VALUES

We have five values by which we approach our day to day activities:

Humility

It's not about us, it's about the people we serve.

Empathy

We genuinely care about the work we do.

Integrity

We work like everyone is watching.

Effectiveness

We make decisions and then get things done.

Innovative

We challenge assumptions, test new ideas and take smart risks.

KEY SELECTION CRITERIA

Essential

1. Qualified Chartered Accountant or CPA.
2. A degree in Business, Business Administration or equivalent.
3. Minimum seven years of senior management experience.
4. Demonstrable expertise in a CFO/COO role or equivalent.
5. Technically strong in financial and management accounting and reporting with the ability to lead the financial planning process, including budgeting and cash flow management.
6. Experience in applying, developing and implementing financial, reporting and accounting strategies, policies, operational standards and systems across an organisation.
7. Experience in leading business operations, including HR, marketing, compliance.
8. Experience in strategic planning and business/organisation development.
9. Experience in developing and measuring performance and operational metrics.
10. High-level interpersonal skills and demonstrated success in managing high-performing teams to deliver on a strategy and budget.
11. Strong ability to take initiative and produce valuable results in conditions of uncertainty; solid operational skills including problem-solving and project management skills, including ability to work and deliver projects independently, proactively and under pressure.
12. Excellent written and oral communication skills; ability to present arguments, analysis and key messages in a clear and succinct manner to a diverse range of key stakeholders.
13. Ability to thrive when there is ambiguity, remain cool-headed when there are curveballs, and withstand the tests of a rapidly changing environment with resilience and resolve.
14. Curious – always questioning, always probing, and never blindly accepting.

Desirables

1. Experience in working in the not-for-profit, social enterprise, and/or startup sector.
2. Prior work experience in a fast-paced environment, with a demonstrated ability to work quickly and efficiently against tight deadlines.
3. Experience in fundraising.

KEY RESPONSIBILITIES AND DELIVERABLES

CFO

1. Creation, delivery and management of ygap's annual budget and, preparing forecasts each year and each half year.
2. Management of ygap's bookkeeper and responsibility for group reporting.
3. Manage ygap's compliance requirements and compliance calendar.
4. Oversee global finance needs and compliance across regions that we work in and will work in.

COO

1. Strategy and Budget: support the CEO to deliver on ygap's strategy and budget.
 - a. Designing and implementing business strategies, plans and procedures.
 - b. Supporting the GM of Impact, and the GM of Fundraising, and Marketing and Communications Manager to align work across all three areas and deliver on ygap's global impact objectives, and fundraising targets aligned with the organisation's strategy.
2. Operations: overseeing daily operations of the organisation and executives.
3. Reporting:
 - a. Provide monthly reports to the CEO and other reports on critical issues.
 - b. Preparation of materials for quarterly Board and Internal Committee meetings.
 - c. Develop, evaluate and monitor holistic key measures to analyse the organisation's performance and growth.
4. Risk: work with the CEO and IC to manage the Risk Register.
5. Support the CEO in operational matters relating to HR, operations, and marketing.
6. Support the CEO and team in any critical matters.

TIME COMMITMENT AND TRAVEL

There may be periodic meetings and events outside of 'traditional' businesses hours due to the time zone difference of the global team and where they are based. There may also be some travel required intermittently throughout the year for periods of up to two weeks.

The COO/CFO will be a full-time role based in ygap's HQ office in Richmond, Australia.

APPLICATION PROCESS

- Please submit a cover letter addressing "Key Selection Criteria" together with a current CV to sarah.daugherty@ygap.com.au. Please include in the subject line of the email "<First Name> - COO/CFO - Application".
- Applications close: midnight on 10th May 2019.
- Applications will be processed and candidates interviewed as applications are received and we encourage you to apply early.

YGAP'S RECRUITMENT PROCESS

We take time to hire our best team members at ygap and we want to be open about this and also our process. The COO/CFO is one of the senior roles within ygap and we want to ensure that you are the right individual for us, but also that we are the right organisation for you.

Our process for the COO/CFO interviews will be:

1. Interview 1: Phone/virtual interview with CEO (30 mins).
2. Interview 2: With CEO and a member of ygap's Internal Committee. A task will be provided to prepare for prior to the interview and to be presented at the interview.
3. Interview 3: With ygap Board Member and/or CEO/Internal Committee Member.