

Deputy Chief Financial Officer, Robogals Global

Your new organisation

Robogals are currently looking for a hardworking and proactive Deputy Chief Financial Officer to join their supportive team. This is a fantastic opportunity to join a busy office with a great team environment.

Robogals is an international student-run organisation which aims to substantially increase the number of young women pursuing engineering in their tertiary studies and careers. Our core activity is visiting schools to run engineering workshops aimed at girls in primary and secondary school, and we have chapters doing this across our three regions, Asia Pacific, Europe Middle East and Africa (EMEA), and North America. Our founder, Marita Cheng, was named the 2012 Young Australian of the Year. Find out more at our website, www.robogals.org

Your new role

In this role you will have the opportunity to work with key stakeholders of the organization, including the Board, Chief Executive Officer, Chief Financial Officer, Asia Pacific regional executive officer, and other members of the regional executive team. The role will include budgeting, liaising with regional treasurers to ensure financial accountability and to provide support where needed. Further develop the financial infrastructure globally with the intention of improving the financial structure of the organisation.

More about the role

Working directly with the CFO in:

- Developing initiatives and a framework for more effective financial management at all levels within Robogals
- Mentoring and running training sessions for Robogals Regional Treasurers, finance managers and project managers at a regional, and global level
- Creation and analysis of a global annual report and annual budgets
- Review of financial reports prior to submission (e.g. Monthly reports to the board, BAS statements)
- Input into Robogals' activities and strategies at the global level
- Assisting the CFO with any other duties

What you'll need to succeed

In order to be successful in this role you will be studying an accounting major at University or have taken Yr 12 Accounting as a minimum, and a basic understanding of accounting software. You will have prior experience working as a team, with excellent verbal and written skills with candidates with some experience in financial analysis preferable. The candidate must also be self-motivated, committed and resourceful, highly organised and committed to meeting deadlines, ability to work autonomously when required, strong attention to detail. Estimated commitment time per week is on average 5-10 hours, with peaks during end of month/quarter/year. There is no fixed term, but a minimum of 1 year is expected.

What you'll get in return

Opportunity to make an impact on women in engineering. Experience leading and shaping an international not-for-profit. You will receive the exciting opportunity to be part of an amazing team, reporting directly to the Chief Financial Officer and other key stakeholders. Get invaluable experience in a global organization and get to partner with other talented individuals on the Global team. This role is designed for those who are looking for a senior management position at Robogals and looking to transition to the CFO role if capability is shown.

What you need to do now

Applicants will typically be university students, but this is not necessary. To apply please email Nathan Chan (Chief Financial Officer, Robogals Global) on nathan.chan@robogals.org with the following:

- A paragraph outlining why you would like to have this role
- A paragraph outlining why you would be good at this role, including relevant experience
- Your CV (max 2 pages)

Roles in Robogals are not restricted to women – men are encouraged to apply too!

Please don't hesitate to address all questions to nathan.chan@robogals.org

Applications are evaluated and accepted on a rolling basis. Deadline for applications **close Friday 9th September 2016.**