

## Finance Analyst, Robogals Global

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### Your new organisation

Robogals is an innovative and growing organisation and is currently looking for a Finance Analyst to join their finance team. This is a fantastic opportunity to join a great team.

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](http://www.robogals.org)

### Your new role

In this role you will have the opportunity to work with key stakeholders of the organization, including the Chief Financial Officer, Asia Pacific regional executive officer, and other members of the regional executive team.

The role will include:

- Processing Accounts Payable and Accounts Receivable
- Issuing invoices and Statements
- Liaising direct with sponsorship team
- End of month processing and reconciliations
- Activity statement preparation
- General administration tasks

### What you'll need to succeed

In order to be successful in this role you will be studying towards an accounting major, have prior Bookkeeping experience (preferable), self-motivated, committed and resourceful, highly organised and committed to meeting deadlines, ability to work autonomously when required, strong attention to detail, MYOB experience is preferred but not mandatory. Estimated commitment time around 3-5 hours per week, 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. Get invaluable experience in a global organization and get to partner with other talented individuals on the Asia Pacific regional team.

### 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](mailto: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](mailto:nathan.chan@robogals.org)

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