

# Financial Controller Robogals Asia Pacific



## Robogals

Robogals is an international, not-for-profit organisation that aims to inspire, engage and empower young women into engineering and related fields. This is achieved through interactive educational initiatives aimed at girls in primary and secondary school. Since inception in 2008, Robogals has inspired over 70,000 girls globally.

## The Role

Robogals is currently seeking a hardworking and proactive individual to take on the role of Financial Controller, for the Robogals Asia Pacific Region. The purpose of this role is to manage the region finances and work on projects in the finance space to assist Robogals chapters and the region. This includes budgeting, management of chapter financial reporting, liaising with the global leadership team, regional partnerships team and chapters, and developing the financial infrastructure of the Asia Pacific Region. As Financial Controller, you would be part of a supportive team, and have opportunities to engage with several areas of the organisation. The successful candidate will be someone who is interested in the Robogals mission, and has the ability to work in a team, communicate professionally, and an understanding of key accounting and financial principles. Please note, this is a voluntary role.

## Responsibilities

- Managing the Asia Pacific Budget with the Regional Executive Officer
- Working on projects to improve the financial infrastructure of the organization.
- Working on financial administrative tasks such as the audit, reimbursements, monthly account reviews, and invoicing.
- Managing the chapter financial reporting project.
- Contribute to other Robogals Asia Pacific projects of interest as required.

Although a voluntary position, the successful candidate will have opportunities to gain experience working in the finance space for an international organisation, be a member of a supportive team of passionate and dedicated people, and the opportunity to attend the Robogals APAC annual volunteer conference.

## Skills Required

The successful candidate will require:

- Prior experience working successfully as a team
- Excellent verbal and written communication skills.
- Commitment, resourcefulness, and be highly organised.
- Strong attention to detail.
- A basic understanding of accounting principles and accounting software (preferred).
- Some experience (either through university, or professionally), working in the financial space.

## Application Process

To apply please email Chelsea Edmonds (Regional Executive Office, Robogals Asia Pacific) on [apac.reo@robogals.org](mailto:apac.reo@robogals.org) with the following:

- Cover letter which includes evidence of passion for the Robogals mission, why you are interested in this role, and why you would be successful in this role.
- Your CV (max 2 pages)

Applicants for this position will be reviewed based on their passion towards the organisational goals, interest in the position, and the required skills outlined.

Applications will be accepted on a rolling basis and will close at **10pm AEST Friday 3<sup>rd</sup> of August**. Please don't hesitate to address all questions to Chelsea Edmonds (Regional Executive Officer, Asia Pacific).

## Role Details

<b>Job Title:</b>	Financial Controller, Robogals Asia Pacific
<b>Reports To:</b>	APAC Regional Executive Officer & Global CFO
<b>Employment Basis:</b>	Casual, volunteer role (Approximately 6 - 9 hours per week).
<b>Start Date:</b>	January 2019, training from September 2018. (negotiable),
<b>Term:</b>	A minimum of 1 year is expected
<b>Location:</b>	Anywhere with strong internet connection in the APAC region