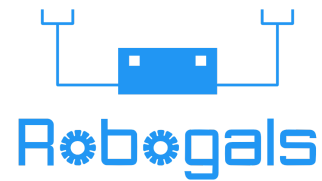


# Chief Financial Officer

## 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 fun and educational initiatives aimed at girls in primary and secondary school across the world. Since its inception in 2008, Robogals has engaged over 100,000 girls around the world. Find out more at: [www.robogals.org](http://www.robogals.org).

## The Role

Robogals is looking for the next Chief Financial Officer (CFO). In the CFO role, you will play an essential role across the full spectrum of finance operations including providing strategic financial advice and commercial analysis for Robogals. You will partner closely with key Robogals stakeholders, including the Board, Chief Executive Officer, and members of the Global Leadership Team to provide valuable advice. The successful candidate will be passionate about the Robogals mission, who shares the organisation's values ([www.robogals.org/about/about-us/](http://www.robogals.org/about/about-us/)) and has the ability to lead, communicate professionally, manage time effectively and demonstrate initiative.

## Responsibilities

- Financial data entry for global accounts
- Prepare and maintain the Robogals global operational budget
- Own and deliver financial reporting and analysis
- Manage payroll (including tax and superannuation)
- Prepare and submit BAS statements and other Business Activity tax lodgements
- Continuously improve the financial reporting standards and activities across all levels within Robogals
- Provide recommendations linked to clear financial data and performance measures
- Deliver the CFO Report every alternate month (Balance Sheet, Ageing Summary, P&L, Budget vs Actuals) including report extraction from Quickbooks and insights analysis of key spending trends
- Use your deep financial expertise and skills to build financial models and create reports to support strategic and operational decision making
- Drive the annual auditing and financial reporting process with Robogals' auditors to meet reporting requirements
- Engage and collaborate with key Robogals stakeholders to gather inputs required to develop financial and business plans to support Robogals key objectives and strategy
- Leverage strong communication skills to present and articulate financial data and insights and propose recommendations to senior stakeholders
- Contribute to Robogals' activities and strategies at the global level

## Required and Emerging Skills

The successful candidate will possess:

- Finance / Accounting degree
- Experience using Quickbooks
- Experience managing and reporting against a budget
- Excellent attention to detail in reporting, analysis and insights
- Excellent communication and interpersonal skills with the ability to work both independently and as part of a team in an effective, proactive, and collaborative manner
- High level of initiative and flexibility and the ability to meet deadlines while balancing multiple priorities

## Application Process

Applicants for this position will be reviewed based on the required and emerging skills outlined in the position description, and their relevance to the role responsibilities.

To apply, please email Janelle Dixon, Robogals CEO at [ceo@robogals.org](mailto:ceo@robogals.org) with the following:

- Cover letter (max. 1 page)
- Your CV (max. 2 pages)

Applications close at 11:50pm, 31 August 2022.

For more information regarding the role or organisation, please contact Janelle Dixon, Robogals CEO at [ceo@robogals.org](mailto:ceo@robogals.org).

<b>Job Title:</b>	Chief Financial Officer, Robogals Global
<b>Direct Reports:</b>	Opportunity to recruit a Deputy Chief Financial Officer
<b>Employment Basis:</b>	Part-time, volunteer role (approx. 2-4 hours per week, increasing to 5-10 during peak periods e.g. end of month, quarter and year)
<b>Start date:</b>	ASAP
<b>Term:</b>	2 year term
<b>Location:</b>	Anywhere with reliable internet connection in Australia. Access to a major state capital CBD is preferred.