



## **ASEAN-Australia Strategic Youth Partnership**

### **Chief Financial Officer**

We are seeking a talented and passionate individual to join the executive team as the Chief Financial Officer of AASYP.

#### **About the role:**

AASYP's aim is to empower young people aged 18-29 years from across ASEAN and Australia. Our goal is to enable them to engage with each other and the most pressing issues of the day. We build young people's expertise and engagement with ASEAN-Australia affairs, and provide tangible opportunities for young people to engage in promoting peace and prosperity across the relationship.

The Chief Financial Officer will work with the Executive and the Board to ensure the success and effectiveness of AASYP and its mission. They will play a key role in monitoring the financial position of AASYP and that the company's actions are ethical and sustainable.

The Chief Financial Officer will actively seek, develop and maintain relationships with partners and sponsors in order to execute the vision of AASYP. These relationships will extend from companywide partners to project or event specific partnerships.

All roles at AASYP are currently on a volunteer basis.

#### **Qualities of our desired candidate**

- Excellent leadership and strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with staff at remote locations essential.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- Passion for advancing the ASEAN-Australia relationship
- Strong proficiency in Microsoft Office (Excel, PowerPoint and Word)
- Have a background in accounting, finance or economics or previous experience in a treasurer, finance officer or chief financial officer position.



- Eagerness to foster diversity in the workplace and is willing to learn and develop at a personal and professional level.
- Proficient in written and spoken English.

### **Key responsibilities of the Chief Financial Officer**

- Lead, direct and manage the financial position of AASYP
- Prepare financial statements including quarterly financial position statements and annual financial statements in line with the Australian Accounting Standards Board guidelines;
- Provide strategic recommendations to the CEO and executive team
- Lead and advise on long-term business strategy and financial planning
- Develop and review all finance, HR and IT procedures of AASYP;
- Lead the process for all financial forecasting and budgets as well as overseeing the preparation of all financial reporting;
- Identify and address financial and other risks to AASYP;
- Establish and maintain strong relationships with AASYP Board, executive and managers in addition to external partners and stakeholders;
- Monitor AASYP's compliance with company policies in addition to local and overseas laws and regulations;
- Ensure AASYP maintains strict internal controls and good governance;
- Lead the development of new financial or in-kind partnerships at the company or project level;
- Develop and maintain a prospectus for potential sponsors and partners;
- Maintain register of members and membership payments.

### **Reports to:**

- Chief Executive Officer
- The Board

### **Commitment:**

- March 2020 until January 2021.
- Expected workload of 10-15 hours per week, with potential for workload to increase around major projects.
- Regular communication with Chief Executive Officer and relevant staff.
- Attend meetings of the Executive
- Attend meetings of the Board as deemed necessary

*For all enquiries contact Nash Mesquita-Mendes at [directors@aasyp.org](mailto:directors@aasyp.org)*



## **Application instructions**

To apply for this role, please submit the following to [apply@aasyp.org](mailto:apply@aasyp.org).

- Your up-to-date CV.

In at least one page complete the following:

- A brief description of AASYP including registration details and various reporting requirements. Include items such as dates of registration, registration numbers, contact details, the entity AASYP is required to report to and items that are required the report. In the year ended 30 June 2019 AASYP had a net profit of \$74,179.62. Hint: you should refer to ACNC and ASIC registers online.
- Create a 1 year financial strategy for AASYP based on our mission and the past years' activities. This should take into consideration financial sustainability and ideally include partners and sponsors at the project and company level.

*If this position interests you, then apply before 12.00 WIB **15 March 2020**.*