



JOB TITLE: Director Finance & Operations
CLASSIFICATION: SCHADS Level 7
LOCATION: Melbourne
REPORTS TO: Executive Director Business Services
DIRECT REPORTS: Operations Coordinator, Digital Transformation Lead

KEY RELATIONSHIPS

- Business Services Team
- CEO and Executive Team
- Philanthropy Australia staff
- PA Members, Champions & Key Stakeholders

ABOUT PHILANTHROPY AUSTRALIA

Philanthropy Australia (PA) is the national peak body for philanthropy. We are an independent, not-for-profit organisation with more than 800 trusts, foundations, families, individual donors, professional advisers, companies, intermediaries and not-for-profit organisations as our members and partners.

We provide advocacy, networking, services, and resources to the philanthropic and not-for-profit sector, as well as information and research for the Australian community.

We are a growing movement of people and organisations who believe in the importance of giving and our members are proud to leverage their wealth and influence to create positive social change and community benefit. Our vision is for a generous and inclusive Australia. Our purpose is to inspire more and better philanthropy.

We support the wider philanthropic efforts of our membership through:

- Leading, advocating, and representing the philanthropic sector.
- Promoting the contribution of philanthropy by increasing understanding in the community, business and government.
- Inspiring and supporting new philanthropists.
- Increasing the effectiveness of philanthropy.
- Promoting strong and transparent governance standards in the philanthropic sector.
- Producing and distributing information to those seeking to understand, access, or partner with the philanthropic sector and to contribute to the growth of philanthropy and the philanthropic sector.



ROLE PURPOSE

The primary purpose of this role is to lead the finance, digital and day to day operations of Philanthropy Australia.

The role participates as a key member of the Business Services unit, leading the finance, digital and operations functions of the organisation.

This role works under limited direction and exercises managerial responsibility for various functions within the business unit, as a member of a specialised professional team. Involvement in establishing operational procedures which impact on activities undertaken and outcomes achieved by the unit and wider organisation is critical to this role, as is the formation and/or establishment of programs, procedures, and work practices within the unit and to provide assistance to other employees and/or business units. Responsibility for decision-making and the provision of expert advice to other areas of the organisation is expected, as is undertaking the control and co-ordination of major work initiatives.

KEY RESPONSIBILITIES

Financial Management

- Coordinate and lead the day-to-day financial management of Philanthropy Australia.
- Prepare accurate and timely financial reports.
- Responsible for all finance functions including credit cards, reconciliations, reporting, accounts payable/receivable and ATO returns.
- Maintain accounting processes and financial reporting in accordance with Australian Accounting Standards.
- Co-ordinate month and year end including engaging with external auditors.
- Work with all business units to prepare annual budgets, including providing ongoing reporting, insights and forecasts.
- Provide reporting to the Board and sub-committees as required.
- Management of payroll and payroll related activities across all states of Australia.

Operations Management

- Manage the ongoing improvement of operations including financial processes and technology systems & hardware.
- Manage outsourced IT Support.



- Lead day-to-day operations including office management & facilities at the Head Office and state-based offices.
- Lead the digital team in the development and implementation of an organisation wide technology platform.
- Identify and drive operational efficiencies across the organisation.

Strategic Business Management

- Provide proactive strategic business management support and oversight including budgets and forecasts.
- Support the ED Business Services to implement Business Unit business plans.
- Participate in the development and implementation of organisation wide strategic plans.
- Develop strong stakeholder relationships.

Leadership

- Lead with a transparent, empowering and action-oriented approach to people management.
- Drive the team to meet deadlines and milestones.
- Create a strong team culture aligned with PA's Values and Behaviours.
- Provide day-to-day line management, coaching and support to team.
- Support the co-ordination, development and training of the team and provide ongoing career support and development for individuals.
- Collaborate with the team to develop their individual work plans and goals, ensuring each team member has clarity on their role and responsibilities.
- Provide regular coaching and feedback and conduct formal performance reviews.

Professional Practice

- Maintain effective links and relationships with other relevant stakeholder organizations in philanthropic sector.
- Participate in PA's corporate life including attendance and assistance with stakeholder events both interstate and after-hours as required.
- Abide by Philanthropy Australia's Code of Conduct living the Values of the organisation.

SKILLS & EXPERIENCE

Qualifications

- Tertiary qualifications in Business, Commerce, Economics, or relevant field
- Ideally professionally qualified accountant (CA/CPA or equivalent)



Experience

- Minimum of 6+ years' experience accounting in a corporate, professional accounting or audit environment
- Experience working with external auditors
- Experience developing and managing budgets, including forecasting and variance analysis
- Demonstrated ability to manage own time, work independently, set priorities, and organise workload
- Experience with MS Office
- Demonstrated strong leadership and interpersonal skills; including strategic thinking, ability to inspire others, positive interaction and effective problem solving.
- Demonstrated excellent stakeholder management, with a focus on member relations as well as Board, staff, key partners, and other stakeholders.
- Motivated self-starter with management experience, including the ability to work as part of a small national team.

Skills

- Sound knowledge of Australian Accounting Standards
- Expert understanding of Xero Accounting Software
- High commitment to customer service and the improvement of service delivery
- Highly developed written and oral communication, negotiation, and presentation skills
- Proven ability to prioritize and juggle competing demands.
- Strong IT experience, using digital platforms to report and use data and information strategically

Our values and behaviours



Respect

- We respect the inherent dignity of each and every human and each individual's skills, experience and contribution.
- We acknowledge the special connection of First Nations' Custodians to the lands and waters on which we work and pay our respects to First Nations Custodians and Elders past and present.
- We value when people give of their time, treasure, talent, and ties, to good causes.

Impact

- We encourage philanthropy that makes a real and lasting difference by supporting organisations in their programs, capacity, and advocacy.
- We practice, and foster, collaboration as we build connections for greater impact.
- We encourage funders to be strategic, catalytic, and responsive to need in their giving.

Trust

- We create welcoming environments that are safe, inspiring, and fun.
- We are caring and direct in our conversations, accountable for our decisions, and do what we say we'll do.
- We are committed to deepening trust between donors, service providers and beneficiaries.

Celebration

- We promote the joy of philanthropy and profile inspiring philanthropy.
- We celebrate and build a culture of learning.
- We create space for all voices to be heard and celebrated.

Humility

- We don't have all the answers and we look to learn from others.
- We grow from our mistakes and our vulnerabilities.
- We carve out time to be still and listen deeply.

Sharing

- We practice, and encourage, the timely sharing of information, knowledge, experience, and expertise.
- We work as one Philanthropy Australia team with a shared commitment to our vision, purpose and values.
- We share our appreciation with those who support and enable our work.