



Chief Financial Officer - POSITION DESCRIPTION

ABOUT YOUNG AUSTRALIANS IN INTERNATIONAL AFFAIRS

Young Australians in International Affairs (YAIA) is an Australian not-for-profit organisation dedicated to fostering the next generation of Australian perspectives and leadership in international affairs and to building the high calibre leaders necessary to navigate Australia's future in the Indo-Pacific century.

ABOUT THE ROLE

The Chief Financial Officer is responsible for managing the organisation's financial transactions, including by preparing accounting statements and auditing financial records. As a Director of YAIA and key member of the leadership team, the CFO will work closely with the Chief Executive Officer and Chief Operations Officer to ensure YAIA meets its financial requirements consistent with its status as a registered not-for-profit company and charity limited by guarantee. The successful candidate will ideally have qualifications in accounting or finance. The CFO will be a confident leader who is passionate about opening opportunities for students and young professionals in international affairs.

KEY INFORMATION

Title: Chief Financial Director

Length of Appointment: 12 months
(3 month probation period)

Reports To: Chief Executive Officer

Commitment: 5-10 hours per month
(approximately)

Role Type: Voluntary - volunteers will not be remunerated for their time

ROLES AND RESPONSIBILITIES

Task	Description	% of Role
Auditing and Reporting	<ul style="list-style-type: none">• Maintain and manage transaction records.• Prepare an income statement and conduct an internal annual audit of YAIA's assets and cash flows.• Ensure all financial transactions are reconciled and comply with federal law and organisational values, as well as meeting financial obligations and reporting requirements.	40%

	<ul style="list-style-type: none"> ● Ensuring YAIA meets its obligations under the Australian Charities and Not-for-profits Commission 	
Financial Planning and Analysis	<ul style="list-style-type: none"> ● Estimating and forecasting the future financial needs of the organisation. ● Work with the CEO and COO to develop a strategic financial plan, including a long-term funding plan for the organisation. ● Collaborating with the executive leadership team to develop detailed budgets, assisting with procurement and quotes for spending and documentation of expenses. 	40%
Networking and relationship management	<ul style="list-style-type: none"> ● Represent Young Australians in International Affairs by communicating and interacting with members of the international affairs community ● Actively promote the work of Young Australians in International Affairs 	20%

KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated knowledge of and interest in international affairs.
- ✓ Academic qualifications and/or demonstrated professional experience in the fields of accounting, finance, or business administration.
- ✓ Ability to think and plan strategically.
- ✓ Outstanding excel and data analysis skills.
- ✓ Previous experience in financial management
- ✓ Previous experience in a not-for-profit organisation

OTHER CRITERIA

Applicants must be:

- ✓ Australian citizens or permanent residents.
- ✓ Aged between 18 and 30.

INTERESTED?

Applications for the position of Chief Financial Officer should be addressed to Kate Clayton, Chief Operation Officer, Young Australians in International Affairs.

Please email a C.V. and a one-page cover letter, attached as one document, to: k.clayton@youngausint.org.au.

Shortlisted candidates will be contacted for an interview (in person or via Zoom/phone).