



Candidate Information Pack  
Finance & Operations Manager

May 2018

## The Opportunity

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- Make an impact with your skills
- Generous, above award salary and conditions, immediate access to salary packaging
- Values-based culture
- Full-time opportunity

At the Aurora Education Foundation, we work towards a society where all Aboriginal and Torres Strait Islander people have the equal opportunity to participate and succeed in education and the economy at the local, national and global level. Our programs are innovative, unique and deliver outstanding results – we are helping to change the conversation about what is possible for Indigenous Australians.

As part of our senior leadership team and reporting to the CEO, you will be key to taking Aurora to the next level by contributing strategically and driving operational effectiveness. This is a varied role which will see you dealing at board level, coaching and leading a small team and rolling your sleeves up to crunch numbers. An important aspect of this role is working with our program managers to assist with maximizing use of financial resources.

You will enjoy this role if you are naturally collaborative in approach and like contributing across the organisation, with good all-round management skills. You need to have a good finance brain (plus qualifications), commercial acumen coupled with experience managing broader operational functions such as ICT, contract oversight and risk management. You will have had previous success in leading and coaching a small team. And you'll have great Excel and other IT skills.

You may be an experienced senior accountant looking for the next step in your career, or bring a track record of using your expertise at this level.

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## Contact Information

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## Position Details

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Remuneration:	Negotiable; immediate access to salary packaging
Employment Type:	Full-time, ongoing subject to funding
Location:	100 Botany Road, Alexandria NSW 2000
Reports To:	Chief Executive Officer
Direct Reports:	4

## Position Description

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### Position Purpose

This role supports the development and growth of the organisation through sound day-to-day management of all back-office functions. This includes financial control, accounting processes, risk management, ICT, procurement and administration. In addition, this role contributes to organisational sustainability by commercialising key programs.

Success measures in this role include:

- Quality of accounting, financial reporting and advice
- Compliance with statutory and legislative reporting requirements
- Efficiency and cost-effectiveness of organisational systems and procedures
- Internal stakeholder feedback on efficiency and effectiveness of back-office functions
- Team dynamics and performance
- Effectiveness of commercialisation projects
- Contribution to the leadership team.

### Responsibilities & Key Activities

#### Strategic Financial Oversight

- Manage the organisation's financial affairs, including management and statutory accounts together with longer term financial projections
- Establish and maintain effective financial management ensuring sound business practices, compliance with internal controls and statutory requirements
- Provide strategic financial and risk management advice to the CEO and board
- Work with program managers to provide financial advice regarding program structure and funding requirements
- Maintain strong and current knowledge of overall funding structures and flows across the organisation
- Facilitate the provision of financial information for reporting and funding acquittal purposes.

## Risk Management

- Manage the overall risk management process for the organisation and its programs, including business continuity plans
- Oversee the management of all insurance requirements for the organisation
- Manage Aurora's suite of policies and procedures
- Prepare and present risk reports to the Audit & Risk Committee.

## Finance

- Oversee the preparation of quarterly management accounts and projections and other relevant reports
- Oversee the preparation of year-end financial accounts for audit
- Manage the relationships with auditors and tax advisers
- Manage the annual budgeting and forecasting processes
- Supervise day-to-day finance functions such as accounts payable, receivables, payroll, and bookkeeping
- Establish and manage procurement policies and procedures and delegation authorities
- Oversee the completion of all statutory reporting
- Manage all banking relationships.

## Operations

- Coordinate, manage and monitor the workings of back office functions
- Oversee the management of leasing arrangements and facilities maintenance
- Establish and implement a strategy for managing investment in information and communications technology, including a CRM and other databases required by program managers
- Manage the day-to-day outsourced IT operations, keeping abreast of organisational needs, solutions available in external environment, supplier performance and contractual terms
- Manage administrative processes such as purchasing, supplier management, credit cards, front-of-house and other day-to-day operational matters
- Support program managers to drive service delivery effectiveness and efficiencies.

## Program Commercialisation

- Work with the CEO, the Development Manager and the leadership team to identify potential areas for revenue generation that deliver outcomes to Aurora's target stakeholders, focussing on services for our Indigenous program participants.
- For agreed programs, develop and implement strategies to commercialise the offering, with a view to ensuring sustainability, reducing reliance on external funding
- Manage relevant program staff to deliver program objectives.

## Leadership & Management

- Participate collaboratively as a member of Aurora's senior management team to contribute to the achievement of the wider objectives of the organisation
- In conjunction with the senior management team, implement internal communication mechanisms to ensure visibility of Aurora activities for all staff
- Provide leadership and direction to direct reports, creating a supportive, positive and engaging work and team environment
- Provide visible leadership on workplace health and safety and risk management matters
- Undertake other duties within the scope of this role, as directed.

## Selection Criteria

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- Tertiary qualifications in accounting or finance
- CPA, CA, CFA or CIMA preferred
- Experience within an Australian charity or not-for-profit organisation would be ideal
- Substantial knowledge of and demonstrated experience in management reporting, financial modeling, financial management and accounting principles and practices
- Operations management preferred but may suit an experienced and talented accountant looking to broaden role
- Experience in leading a small team and managing performance
- Strong commercial acumen, problem-solving and analytical skills
- A service-orientation with the ability to consult with internal stakeholders and facilitate solutions
- Excellent interpersonal and verbal communication skills
- Flexible and responsive working style, with the ability to 'roll up the sleeves' and work with a small team
- Advanced computer literacy, in particular Excel and MYOB
- Commitment to social justice and the principles of diversity.

## Other Requirements

- Satisfactory national police check.

## About Aurora

Established in 2010, Aurora Education Foundation is a Public Benevolent Institution with DGR1 status. Aurora's programs provide Indigenous students with intensive, ongoing and tailored support through each stage of their educational journeys, from high school through to postgraduate studies - below is a snapshot of the support we provide:

### Aurora's Programs



Our **High School Program**, The Aspiration Initiative, provides intensive academic support over a 6 year period to Indigenous high school students and builds their confidence, resilience and aspirations.



Aurora's **Indigenous Scholarships Portal** is an innovative technology solution that simplifies the process of applying for scholarships to allow more Indigenous students to access financial support and complete their degrees.



**Internship Program** facilitates funded internships for Indigenous university students and graduates at Indigenous-sector organisations, and builds vital career exposure and pathways.



Aurora's annual **International University Study Tour** takes high-performing Indigenous students and graduates to visit some of the world's leading universities in the UK and US, fostering their aspirations and capacity to apply for postgraduate studies to these institutions.



**International Postgraduate Scholarship program** supports talented Indigenous scholars to aspire to, apply for and successfully complete postgraduate studies at world-leading universities. Scholarships are awarded through the Charlie Perkins Scholarship Trust and the Roberta Sykes Indigenous Education Foundation and delivered by Aurora.



**Academic Outreach Program** connects outstanding Indigenous scholars from Aurora's network with high school students in schools and communities.

## Our Values

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### Respect

- We respect Aboriginal and Torres Strait Islander people as the custodians of the land on which we work.
- We treat each other and our stakeholders with dignity and respect at all times.
- We develop culturally safe spaces and foster awareness and acceptance of culture, identity and beliefs.



### Collaboration

- We welcome feedback and adopt our practices and approaches when needed.
- We understand that that success can't be achieved in isolation.
- We participate equally and cooperatively in partnerships with community and stakeholders.
- We share information, knowledge and skills across the organisation.



### Accountability

- We deliver what we commit to.
- We pursue excellence in everything we do.
- We take responsibility for our actions.
- We are responsive and transparent in the way we work.



### Impact

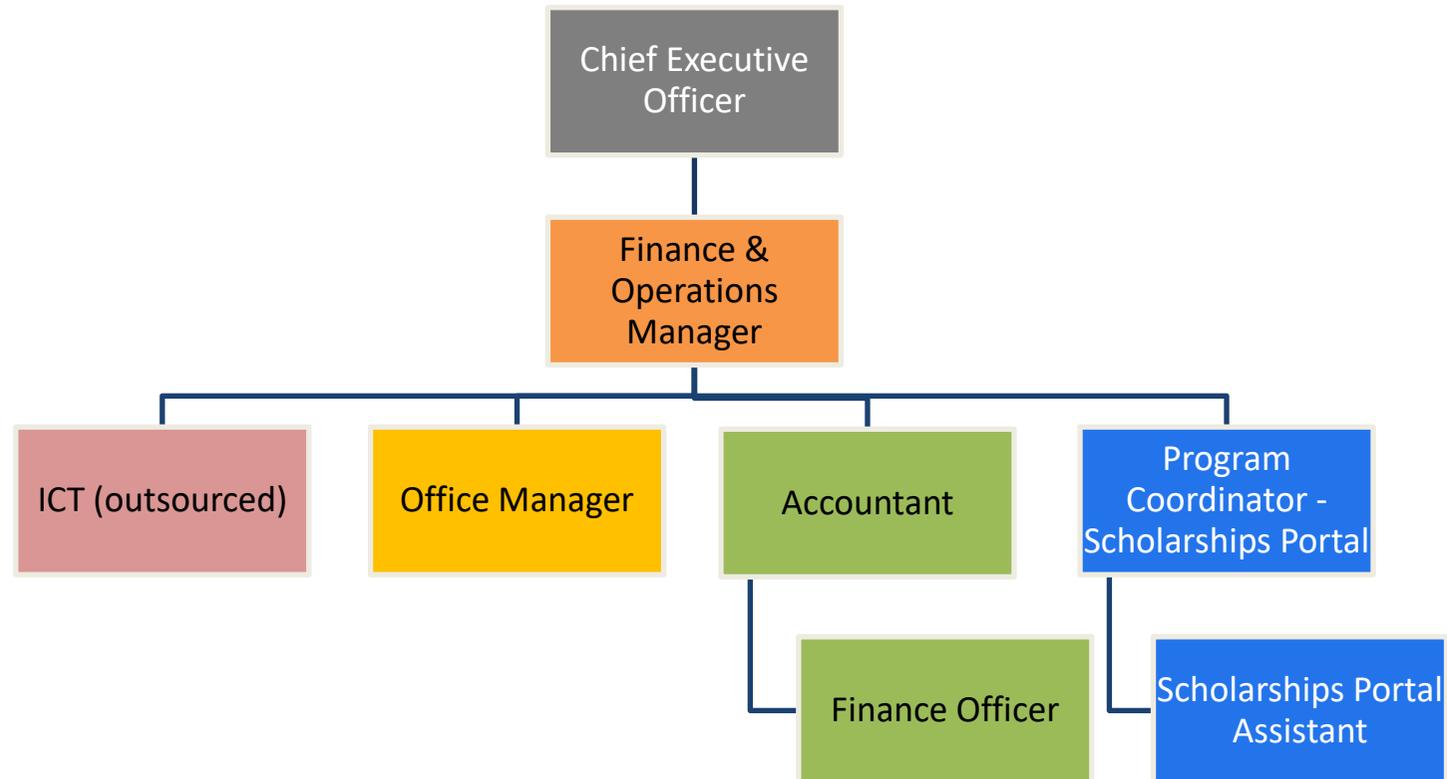
- We aim to have a positive impact.
- We innovate to achieve results.
- We look to effect change in perceptions, outcomes and opportunities.
- We believe in empowering ourselves and others to realise our full potential.

## Role Functions



## Team Structure

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# Organisational Chart

