

Head of Financial Planning and Analysis

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

Position Number	594
Classification	Category 2Enhanced
Section/Unit	Corporate Services / Finance
Reports to	Chief Financial Officer and such other persons as directed
Hours of Work	35 hours per week
Suitable for Job Share	YES
On Call Duties	NO

Scope of Position

Oxfam Australia is an innovative rights-based agency that leads development debates and practice, works to influence government policy in Australia and around the globe to improve the lives of poor people, and has a strong focus on human rights.

The Head of Financial Planning and Analysis plays a key role as the 2IC to the Chief Financial Officer, developing and implementing the Finance Strategy, and is responsible for providing strategic financial advice on agency initiatives and projects. This includes providing strategic support to country teams and Oxfam International where appropriate.

The role is required to provide leadership and management to Oxfam Australia's Financial Planning and Analysis teams.

Key Responsibilities

Finance Leadership

- Ensure collaboration in the development and implementation of financial strategies.
- Contribute to the development and implementation of the Finance operational plan in accordance with the organisation's strategic plan, and taking a lead role on those initiatives which are the responsibility of the FP&A team.
- Provide leadership, management and development of the Financial Planning and Analysis team.
- Along with other Finance management team members, lead on the development of systems, policies and processes to contribute to a stronger FPA function.
- Actively contribute to the strategic development of finance capacity building in executive affiliate countries towards Oxfam 2020.
- Responsible as a key leader within Finance for driving operational excellence and efficiency whilst partnering with senior leaders across the agency.
- Provide high level support to the Chief Financial Officer including acting in the CFO role as and when required.

Strategic and Change Management

- Assess different courses of action to determine how to best position the organisation for a financially sustainable future
- Lead others through the changes and develop a new innovative and agile FPA team culture
- Communicate change effectively and engage a wide range of stakeholders bringing them on the journey towards financial sustainability.

Program and Countries Financial Management

- Leader within finance for driving operational excellence and efficiency whilst partnering with senior program leaders in Australia, country offices, Oxfam International and other Oxfam affiliates.
- Development, review and improvement of Programs financial and management policies and procedures and oversee the implementation of those policies/procedures.
- Ensure the effective and efficient delivery to programs of coherent and uniform program finance services that span budgeting, reporting and analysis, that conform to Oxfam Australia finance policies and accounting standards.
- Strengthening and adapting the agency's financial management of its programs and country offices, including its management of program financial risks.
- Enable, support and keep pace with significant development and change in Programs at organisational and confederation levels
- Identify the evolving management and program accounting needs of Programs stakeholders, and mobilise resources to respond to those needs

- Strengthening of program finance governance and accountability in countries
- Establish program finance risk management processes and controls that are aligned with the agency's overall approach to risk management
- Support programs on establishing Institutional Income targets, compliance with cost recovery policies and provision of KPIs for measuring targets vs actuals.
- Compliance with affiliate roles as mandated by OI in countries where Oxfam Australia is Executing or Partner affiliate or both.
- Collaborate with Oxfam International to develop and implement policy in areas such as Internal Audit, Controlled Self Assessments (CSA), Collective Resource Allocations, Financial Reporting, Grant Management systems, Budget cycles, and other confederation-wide initiatives from time to time.
- Advise on establishment and implementation of robust program finance monitoring and evaluation processes — including periodic internal and external reviews of country office financial management, oversight of program expenditure acquittals and of program expenditure by partners, and external financial audits of selected programs and projects.
- Work with the Fraud Prevention Steering Committee on country office incidents in relation to investigation, donor compliance and on recovery of financial loss.
- Work with countries and regions in the establishment and implementation of their country strategies and delivery of transition towards future business models.
- Furthers Oxfam Australia's progress in devolving leadership, management and operational accountability and responsibility to the countries where it operates by facilitating the development of country program finance capacity and the devolution of

program finance functions and delegation authorities while ensuring organisational governance and accountability requirements are met

Corporate Financial Management

- Deliver agency-wide financial management reports, including at a minimum monthly reporting. Reports are accurate, relevant, timely and strategic providing key financial insights and analytics to assist agency decision making.
- Ensure all funding, reporting and finance practices are aligned to, internal and external auditing requirements, accounting and Oxfam International standards.
- Manage the yearly Budget process and any Forecasts during the year including reporting on budget/forecasts outcomes.
- Manage cashflow reporting and forecasting, and providing advice and taking necessary action to rectify any cashflow issues.
- Developing financial reports for FRAC, Board and Executive highlighting any financial issues and understanding management responses. To attend FRAC and ELT meetings as required.
- New income product development – review of business case, development of financial scenario modelling, financial analysis and reporting.
- Support the development and improvement of the finance systems and processes within Oxfam Australia
- Ensure high quality, efficient and effective financial systems are in place across the agency

Living our Values

- Accountability – You are able to set clear goals and monitor personal progress against them.
- Empowerment – You are capable of having open, honest and respectful dialogue with others, respecting and including partnerships and communities perspectives into our working activities.
- Equality – You work to high ethical standards and treat all people with respect.
- Inclusiveness – You embrace diversity and able to enrich work activities with diverse perspectives.
- Sustainability – You are committed to achieving sustainable results in all aspects of their work.

Technical Knowledge & Experience

- High level experience in financial management stakeholder management, change management, business transformation and strategic management.
- Experience developing and implementing policies, procedures and systems
- Experience leading, managing and supporting staff including building staff capacity through accompaniment, mentoring and training
- Significant exposure to SAP ERP Financials; High levels of computer literacy with advanced proficiency in MS Excel
- Appropriate qualification in accounting or a related discipline preferably supported by membership of either the Institute of Chartered Accountants or CPA Australia

Personal Skills & Attributes

Essential Skills - skills of a high order are required in the following areas:

- Excellent interpersonal, written and verbal communication skills
- Strong organisational and planning skills
- Project management skills
- Strong leadership skills
- Ability to lead and support organisational change including policy development and integration, facilitation and negotiation
- Proven initiative, analytical, organisational and problem-solving skills
- Effective decision-making skills
- Excellent attention to detail

Personal Attributes

- Ability to deliver reports and information that are accurate, timely and professionally presented
- Ability to explain complicated financial concepts to people from non-financial backgrounds
- Ability to lead, motivate and inspire colleagues
- A high level of self-motivation and be able to work with limited supervision
- Capacity to balance work demands with other life needs and to model an appropriate work style to other colleagues
- Understanding of and commitment to Oxfam Australia's development philosophy, principles and objectives
- Understanding of and commitment to adhere to equity, diversity, child safe and staff health and wellbeing principles
- Commitment to Oxfam's purpose, culture and ways of working
- Customer and goal focus
- High degree of emotional intelligence and humility
- Growth mindset and desire to cross skill
- Flexibility in work undertaken in order to assist colleagues and the organisation
- Sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible

Travel

Occasional international and/or interstate travel is a requirement of the position. It is a condition of employment that staff abide by all agency security and safety protocols, policies and procedures and the Oxfam International Security Protocol.

Child Safeguarding

As an agency undertaking work both nationally and internationally and in humanitarian response, OAU takes its duty of care seriously to safeguard children and recognises that it must meet community expectations and the trust placed in its personnel to maintain the highest standards of conduct with children. Therefore, all positions within OAU are required to understand and comply with the Child Safeguarding Policy, Code of Conduct, toolkit and and Social Media User Policy.

- This role requires Oxfam representation when occasionally visiting the field (overseas and domestic).
- This role involves making decisions which may affect children, including volunteers and other supporters under the age of 18.

