



HEAD OF FINANCE

Application Pack

PREPARING YOUR JOB APPLICATION

To prepare your application please complete the following

1. Review the 'Essential Information about Compassion'.
2. Review the position description.
3. Develop a 1 – 2 page cover letter. Your cover letter should address the relevance of your background and experience to this specific role. Please note, addressing the selection criteria is not required.
4. Develop a concise resume outlining your qualifications and employment history (max 5 pages).
5. Click 'Apply Now' on the job advertisement, uploading your:
 - a. Resume
 - b. Cover letter
 - c. Answer the application questions to the minimum word requirement.

Contact Us

Should you require further information after reviewing this document, please contact our People and Culture team at peopleandculture@compassion.com.au.

ESSENTIAL INFORMATION ABOUT COMPASSION

Mission

Compassion exists to release children from poverty in Jesus' name.

What Makes Us Unique?



Christ-centred

We are dedicated to caring for the poor in response to God's call and giving hope to the hopeless by spreading the Gospel of Jesus Christ in an age-appropriate, culturally relevant and noncoercive way.



Child-focused

Children are the hardest hit by poverty, the least able to change their circumstances, and at the heart of Jesus' ministry. We address the holistic needs of the individual child so that they can become responsible and fulfilled Christian adults and change agents in their communities.



Church-based

We partner with local churches to implement our holistic child development model because they are uniquely placed to understand the real needs of their community and foster an environment of stability.

Statement of Faith

1. **WE BELIEVE** the Bible is the inspired, the only infallible, authoritative Word of God.
2. **WE BELIEVE** there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. **WE BELIEVE** in the deity of our Lord Jesus Christ, in His Virgin birth, in His sinless life, in His miracles, in His shed blood for the remission of sins, in resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
4. **WE BELIEVE** salvation is found only through Jesus Christ and requires individuals to acknowledge their sin, accept His forgiveness and repent.
5. **WE BELIEVE** that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
6. **WE BELIEVE** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
7. **WE BELIEVE** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto eternal separation from God.
8. **WE BELIEVE** in the spiritual unity of believers in the Lord Jesus Christ.
9. **WE BELIEVE** Jesus established the Church to carry out ministry on earth.



POSITION DESCRIPTION

Position Summary

Every role at Compassion is in service of our Mission to 'Release Children from Poverty, in Jesus Name' and every employee is expected to live and role model the Values. The position of Head of Finances exists to enable the business through strong financial stewardship, the provision of timely data and analytics and the understanding of the operating environment. The position reports to the Chief Operating Officer.

Key Accountabilities

- Lead, inspire and motivate the Finance team to achieve and exceed ministry goals and drive engagement with ministry values
- Identify opportunities and take action to develop effective relationships with business partners and other stakeholders to achieve ministry goals, including developing a strong relationship with the Board Finance Committee.
- Develop and implement a reporting and analysis framework that provides insightful and timely information to explain historical and future performance and supports effective decision making
- Develop ministry wide capability in financial principles and literacy and an understanding of the external environment and the impact it has on ministry goals
- Identification of risks and opportunities to ministry tactical and strategic goals and provision of options to mitigate risks or leverage opportunities
- Lead the budgeting and forecasting process across the ministry, developing appropriate measures and targets to ensure alignment with the strategic plan
- Embedding strong governance frameworks and internal controls over the financial activities of the ministry
- Ensuring compliance with the statutory financial obligations of the ministry
- Ensure the timely and accurate production of financial reporting and management of all external audit requirements

Selection Criteria

(Job Specific Skills, Knowledge, Experience & Qualifications)

Skills

- Excellent leadership skills and strong experience in coaching and developing a team in a learning culture
- Initiative, effective communication, analytical and problem solving skills, attention to detail and the ability to work effectively at all levels of the business
- Strong oral and written communication skills along with sound problem solving and analytical skills
- Advanced ability to translate business strategy into the required financial plans and strategic measures that drive value generation
- Well developed skills in developing performance reporting platforms that enables the Compassion team to understand performance and drives performance outcomes
- Strong technical finance skills accompanied with strategic vision and innovative thinking
- Well developed skills in implementing and maintaining financial governance and internal control frameworks
- Demonstrated initiative

Knowledge

- A strong knowledge of regulatory financial obligations with the 'for purpose' sector

Experience

POSITION DESCRIPTION

- Minimum 5 years' experience leading a financial team within a medium sized organization
- Experience in business planning, budgeting and forecasting
- Project Management experience

Qualifications

- Bachelor's degree in Commerce, Finance or Business with post-graduate qualifications (CA/CPA/CIMA).

People Management Capabilities – Leader/Manager

Please see [link](#) to the capability requirements for this role.

Compassion Mission and Values

Please see [link](#) to Compassion's Mission and Values.

Statement of Faith

Please see [link](#) to Compassion's Statement of Faith.





**SEARCH FOR
COMPASSIONAU**

COMPASSION AUSTRALIA

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