

# SOCIAL TRADERS

## POSITION DESCRIPTION

Head of Finance & Operations

4 or 5 days/week

### Social Traders

Social Traders (ST) has been a leader in the development of social enterprise in Australia since 2008. Over the last nine years, ST has been involved in a broad range of social enterprise development programs and sector-wide initiatives.

Following a recent strategic review, ST is now taking on the next challenge to unlock the massive potential of social enterprise procurement by being the leading organisation connecting social enterprises with social procurement opportunities and supporting social enterprise to successfully win and deliver on contracts they win. By 2021, ST's goal is to generate 1,500 jobs for disadvantaged Australians through the facilitation of \$105 million in procurement between a community of 95 buyers and 600 certified social enterprise suppliers.

You can find out more about Social Traders at [www.socialtraders.com.au](http://www.socialtraders.com.au)

### Position context

Under ST's new strategic direction, the organisation will transition its business model from a predominantly government and philanthropic funded organisation to a customer focused enterprise, where the majority of revenue will be derived from provision of tailored services to corporate and government buyers, high-growth potential social enterprises and impact investors.

This role will oversee Social Traders \$3.5 million budget and work closely with a highly capable and dedicated team to ensure ST maximises its future impact in a financially sustainable way. The successful applicant will report to the Managing Director and play a critical role in the overall financial and operational performance of the Company, including the tracking of revenue targets and control of operating and overhead costs.

### Position responsibilities and accountabilities:

The responsibilities and accountabilities for this role are to:

- Manage the company's financial management system, including accounts payables/receivables, payroll, annual budget, forecasts and forward financial projections)
- Prepare monthly financial reports against budget
- Provide financial and operational performance data for the internal Dashboard reporting for management and the Board
- Manage the periodic review and implementation of the company's internal policies and procedures
- Manage the company's annual audit and preparation of statutory financial statements and reports

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- Manage the financial performance reporting of the company's existing Social Investment Portfolio (SIP) and future capital disbursements to, and repayments from, social enterprises
- Manage acquittal reporting to Government and philanthropic funders
- Provide secretarial support to the Social Traders Board of Directors and the Audit, Risk & Governance Committee
- Manage key operational and office management issues (Company Register, property, IT service contract, contract administration etc.)
- Undertake the role of Company Secretary for Social Traders Ltd and Secretary to the ST Board
- Undertake the role of Secretary of the Board's Audit, Risk & Governance Committee.

## Key relationships

This role reports to the Managing Director. It involves a close working relationship with the Managing Director and Board of Directors as well as other management staff.

Direct reports: Office Manager

## Skills and Experience

- 5-10 years experience in a similar role within professional services/consulting, business or not-for-profit sector
- Hands-on financial management and accounting experience, including payroll administration
- Development of financial and information processes and systems
- Preparation of statutory financial reports to ASIC and/ ACNC
- Management of internal and external audits
- Organisational governance processes
- Use of Xero accounting software and Microsoft Excel

## Key attributes

Commercial acumen, detailed and process driven, strategic thinking, analytical, team player, and strong presentation & communication skills.

## Qualifications

Tertiary commerce and/or accounting qualifications, preferably CA or CPA.

## Remuneration

Circa \$125,000 including super

Please apply with your cover letter and resume to [info@socialtraders.com.au](mailto:info@socialtraders.com.au).

Applications close 5pm AEDST Friday 1 December