POSITION DESCRIPTION

Title: Finance and Operations Specialist  
Location: Melbourne (Australia) only  
Duration: 1 year, extension dependent on funding  
Type: 4 days/week, possible 5/days within 12 months.  
Salary: pro-rata AUD85,800k (plus superannuation)

Apply By: 15 May 2020 to hr@edgeeffect.org, quote ref: FOS1, with your CV, and a letter addressing each selection criteria. If you don’t meet all of the criteria, but have some other relevant awesome skills and experience, then convince us why we should hire you.

EDGE EFFECT

Edge Effect seeks to ensure that the rights, needs and strengths of people of diverse SOGIESC* (aka LGBTIQ+) people are addressed in international humanitarian and development programs. We undertake research, training, program design and implementation, audit and evaluation, policy and practice development and CSO strengthening activities. We understand that people are not defined solely by their SOGIESC and may have many other intersecting experiences – for example as women, people with disabilities, as indigenous people, as sex workers, amongst many others – and that we need to engage people as whole people. For more information please visit www.edgeeffect.org

* Sexual Orientation, Gender Identity, Gender Expression and Sex Characteristics.

HOW WE WORK

Edge Effect pushes boundaries and solves problems. There are lots of reasons why people of diverse SOGIESC are often left out of international humanitarian and development programs. We’re looking for people who bring energy, creativity and a commitment to facilitating change. But we’re just as concerned about how we work: in solidarity with communities and CSOs, and in partnership with humanitarian and development actors.

We are looking for people who are comfortable in the dynamic and sometimes unpredictable environment of a relatively new organisation. Positions at Edge Effect are based on competencies rather than specific projects and tasks; team members are encouraged to bring their skills and experience to a range of work. If you enjoy learning, taking on new responsibilities, dreaming up new ideas, and assisting in the development of the organisation we’ll make a good fit for each other. While Edge Effect is based in Melbourne, Australia our work takes place around the world. Our systems are designed to be flexible and to support staff, consultants and volunteers to work anywhere.

POSITION PURPOSE

We are seeking a finance and operations specialist to join our small team. The role includes:

- Management of finance and related admin systems (with support of an external accountancy and business strategy firm).
- Revision and development of policy and processes, and compliance monitoring.
- Financial analysis to support project management and overall business planning.
- Support for CSO partners to strengthen business system and to ensure that Edge Effect downstream compliance responsibilities are met.
• Managing the business opportunities pipeline and supporting business development activities.
• Supporting the development and management of additional revenue streams.

SELECTION CRITERIA

• Demonstrated commitment to diverse SOGIESC (aka LGBTIQ+) inclusion. Awareness of, or willingness to quickly learn about, issues faced by people of diverse SOGIESC in development and humanitarian settings would be an advantage.
• Significant financial management experience, preferably in small business or non-profit sectors, and experience using Xero. Formal accounting qualifications are welcome but not required.
• Experience developing, implementing and monitoring financial, human resources and administrative policy and process.
• Experience providing operational support to projects, including travel and logistics.
• Experience providing training or mentoring on finance, human resources and administrative policy and processes.
• Business development and proposal development experience.
• Experience working in a small team.

WHO SHOULD APPLY?

• Members of diverse SOGIESC/LGBTIQ+ communities are encouraged to apply, as are people who can show genuine allyship toward people with diverse SOGIESC. We welcome applications from people of all backgrounds and circumstances.

ALSO

• Successful candidates will need to undergo background checks.
• Please contact hr@edgeeffect.org if you have questions.