

Operations Manager – RESULTS International (Australia)

About RESULTS

[RESULTS International \(Australia\)](http://www.results.org.au) is a for purpose organisation that works to build the political will to end global poverty. Results has been operating in Australia for 30 years and is part of a global network of organisations working to end poverty.

Results works with parliamentarians, the media, and members of the community to influence political decisions that will bring an end to poverty. We call on the Australian Government to increase our overseas aid budget and invest in global health and poverty alleviation efforts.

Our volunteers form the backbone of RESULTS and they are passionate, committed everyday people who receive training, support, and inspiration to become skilled advocates advising decision makers and guiding them towards decisions that improve access to education, health, and economic opportunity for people living in the poorest parts of the world.

About the role

Reporting to the CEO, this part time role (0.8 FTE) is responsible for overseeing daily operations and processes and ensuring they are as efficient as possible. It is also responsible for supporting the HR functions of the organisation, managing administration and ensuring that the organisation meets its funding obligations and spends to budget. There is also a strong governance component, providing support to the board and the CEO as well as ensuring all compliance requirements associated with our status as a deductible gift recipient charity are met.

Key Responsibilities

- Monitor and oversee all compliance to ensure appropriate adherence e.g. managing audits, our obligations under the Australian Charities and Not-for-profits Commission, the Australian Government and state based fundraising legislation.
- Lead and oversee RESULTS administrative functions, including:
 - management of the organisation's spending;
 - the paying, coding and following up of invoices;
 - managing contracts and liaising with contractors.
- Advise the CEO on HR matters, including any changes to the law, support hiring, manage new staff orientations, OH&S and schedule performance reviews.
- Support the governance of RESULTS providing assistance to the board and managing the organisation's policies.
- Managing logistics for the day-to-day operations of the organisation and for events.

About you (selection criteria)

We're looking for an organised, driven person who can comfortably manage multiple tasks at once and take a leading role in overseeing the administrative, HR and compliance functions of the organisation to enable it to run smoothly and effectively.

Financially literate, you have a keen eye for detail ensuring that nothing is missed and that all our obligations, including financial, operative and legal, are met.

As an efficient individual you have a knack for streamlining processes and finding better ways of doing things and sharing these processes with others.

You are diligent in ensuring complete compliance with relevant legislation, keeping abreast of changing developments within the sector and Australia, and ensuring we adapt as needed.

RESULTS operates with a tight budget so it's essential that you're able to be flexible and adaptable and pull up your sleeves and work in other areas on occasion to support the wider team as required.

Essential

- Administrative, compliance and logistics experience.
- Experience managing invoices, including experience tracking and reporting against budgets.
- Experience with accounting software, such as Xero and Receipt Bank.
- Proven ability to work in a fast-paced environment to tight deadlines and respond to changing priorities quickly and flexibly.
- Ability to work collaboratively as part of a small team and across a number of locations and with a board.
- Organised and detail orientated, with experience of enhancing processes.

Desirable

- Experience in project management or event management.
- Experience with database management.
- An understanding of not for profit governance requirements.

This is a 0.8 Full Time Equivalent position of 29 hours per week spread across 4 or 5 days, usually based at our office in North Sydney but working from home for now. The rate of pay is in the range of \$80,000 for a full time equivalent. As a registered charity, RESULTS employees are entitled to salary packaging, thereby reducing their tax liability and increasing their take home pay.

RESULTS is an equal opportunity employer and encourages anyone who meets the selection criteria to apply.

How to apply

To apply, please email a cover letter outlining how you meet the selection criteria, and a copy of your CV to results.employment@results.org.au by 5pm Monday 24th of August 2020. Only applications which include a cover letter addressing the criteria will be considered. Applicants must have the right to work in Australia.