

FINANCE AND RISK MANAGER

Full Time Position | Sydney

Hybrid working environment with flexible hours.

An opportunity to make an impact.

Why Open Doors?

Our team at Open Doors is united in our love for Jesus Christ and His Commission. When working at Open Doors, you will get the chance to strengthen the faith of Christians all over the world. You will honour and uplift our suffering brothers and sisters by ensuring their stories are shared with Christians across Australia and New Zealand.

We asked our people their thoughts on working with Open Doors – here is what they had to say:

- “Working for Open Doors means being challenged and encouraged in your faith every day! It’s a privilege to be in a job that helps strengthen the global body of Christ.”
- “Seeing and hearing real stories of persecution has forced me to see my walk with Christ in a new way.”
- “Exclusive experiences to travel and meet with persecuted believers, learning invaluable lessons along the way.”

Working with us also provides the opportunity to be a part of regular team devotions, access to Christian counselling and mentoring as well as coming together for bi-annual team days for fellowship, prayer, and worship.

Our Impact

In 2020, our work at Open Doors helped almost 8 million persecuted Christians around the world through Bibles, training and practical support.

As a growing and respected ministry, supporting persecuted Christians in more than 70 countries, we’re excited to bring on someone who shares our vision and passion to help Australian and New Zealand Christians care for the body of Christ.

About the Role

We are looking for a Finance & Risk Manager who loves to enable strategy while also managing risk and compliance. Reporting to the CFO, the Finance & Risk Manager is responsible for the oversight and implementation of policies and practices in the operational areas of finance, risk management, and facilities management.

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In the role you will:

- Oversee the effective operations of Open Doors accounting practices including the successful and timely completion of end of month and end of financial year procedures and tasks, income processing, general ledger, company insurances, cash and corporate expense processes.
- Implement and oversee the Risk Management Framework for the organisation in partnership with the Board, Executive and Management teams.
- Implement and maintain a financial and company Compliance Checklist, including statutory and fundraising obligations, ensuring compliance with regulatory bodies and topics in Australia and New Zealand.
- Oversee the efficient operations of the facilities and resource management activities, including procurement, property management, maintenance, and compliance.

About You

If this is the right role for you, your skills and qualifications may include:

Essential

- Degree qualified in commerce, business, finance, accounting or equivalent.
- Demonstrated experience in managing small to medium organisations' accounting, tax and statutory compliance requirements.
- Strong knowledge of accounting software and MS Excel.
- Strong interpersonal and communication skills with demonstrated experience in working collaboratively and influencing multiple stakeholder groups.
- Demonstrated risk management experience .

Desirable

- Member of CPA Australia or IC ANZ
- Working understanding of Xero or similar accounting system
- Salesforce software experience
- Experience in the not-for-profit sector

Join Us

If you share our passion to make a difference for the most important issues in our world today, we would love to hear from you!

To apply, please submit your brief resume (max. 3 pages) and cover letter addressing your fit for this role to peopleandculture@od.org.au

Applications to be received by close of business on Wednesday 29th June 2022.