Position Description

Head of Finance

# About us

The Sunrise Project is a small environmental campaigning organisation with an oversized impact. Driven by a passion to solve the climate crisis, we are a team of experienced campaigners, researchers and communications professionals with a mission to scale social movements to shift our economy beyond fossil fuels. With programs in Australia, Europe and the US, we provide analysis, strategy support and funding to a wide range of community organisations with the aim of protecting the environment and keeping carbon in the ground.

The Sunrise Project is committed to equity and justice. We value diversity at all levels of the organisation and we are committed to creating an inclusive environment for all employees. We believe that a wide array of perspectives promotes innovation and makes our team more creative, flexible and productive.

# About you

You’re an experienced Finance professional with a track record of strong finance leadership for a dynamic and fast-moving organisation. You understand the connection between finances and the success of the organisation and work collaboratively with all stakeholders. You have a thorough understanding of Accounting Standards and you look for opportunities to provide financial analysis and insight and to streamline processes. You enjoy providing finance support to a varied and geographically dispersed team.

While our program team is focused on our mission to drive the shift from fossil fuels to clean energy, your role is to ensure we uphold the highest standards of financial compliance and have organisational systems that are simple, effective and robust. Ours is a fast-paced work environment that will challenge you to think on your feet, solve problems and juggle competing demands.

The ideal candidate will have at least seven years’ experience in a senior finance role and will be excited at the prospect of working for a dynamic organisation with a mission to solve the climate crisis.

Working from our Sydney office, you’ll report to the Operations Director, with strong relationships with the Executive Director and the Board.

# Key responsibilities

This is a senior role expected to operate with a high level of judgement, initiative and self-management with the ability to solve problems and predict and manage risks appropriately.

The Head of Finance is accountable for financial planning, control, reporting and analysis including:

1. Ensuring accurate and timely financial record keeping and reporting to enable effective management and oversight of the financial position of The Sunrise Project.
2. Ensuring all finance policies, systems and processes are effectively designed and implemented.
3. Managing finance staff and contractors as required.
4. Ensuring timely, accurate processing of accounts payables and receivables (including payment of invoices, staff expenses, management of BAS, issuing receipts and invoices).
5. Managing all facets of payroll including PAYG and superannuation payments and appropriate record-keeping.
6. Managing the independent Audit of Sunrise Project accounts including liaising with auditors and other board committee members as required.
7. Assisting the Executive Director in developing budgets, financial forecasts and cash flow projections as required.
8. Preparing clear and accurate financial reports and analysis for the Board as required.
9. Providing finance support to major projects as required.
10. Ensuring financial compliance and keeping abreast of relevant changes.

# Remuneration and benefits

Depending on experience, the salary range for this role is $96,000 to $115,000 plus superannuation.

We practice flexible working hours and are open to work-from-home and part-time arrangements for the right candidate.

# How to apply for this job

To apply, please send an application letter and CV in one pdf file to [admin@sunriseproject.org.au](mailto:admin@sunriseproject.org.au) using the subject: **Head of Finance application – Your Name**, before 9am on Monday 25th February 2019.