

Head of Operations & Finance

- Work closely with the CEO to make your mark on a successful and expanding business
- Oversee all aspects of client servicing, accounting and administration
- Use your experience in financial services to make a difference in the community

Exciting opportunity to use your financial and operations experience to make a difference in the philanthropic sector. We are seeking someone to head up our finance, technology, client administration and operations functions. You must be passionate about systems, processes and exceptional client service delivery, and have a strong background in finance and business operations.

The organisation

Australian Philanthropic Services (APS) provides specialist advice for high net worth individuals, families and business owners, including administering private and public ancillary funds and providing grantmaking services. It has grown quickly to become the leading independent, philanthropic services organisation in Australia and is at an exciting time in its evolution. With a high-profile dedicated board, an expert team, and proven track record for excellence and delivery, APS is well positioned to grow and expand its business.

For more details visit www.australianphilanthropicservices.com.au

The opportunity

Reporting to the CEO, the Head of Operations & Finance will provide clear leadership and direction in the finance, technology, client administration and operations functions of APS. This includes ensuring a high level of integrity and process improvement to all accounting and administration activities.

The Head of Operations & Finance will:

- Develop and implement processes and systems to improve service delivery
- Oversee all finance and investment activities of APS and the APS Foundation
- Oversee all aspects of client servicing and administration
- Lead a small but growing team committed to producing high quality, high volume work

This is a unique opportunity to combine a challenging and fulfilling role with a sense of purpose.



**Australian
Philanthropic
Services**
Simple. Strategic. Rewarding.

Selection criteria

We're looking for a highly motivated candidate with a passion for process efficiency and improvement. As the ideal candidate, you have:

- A minimum of ten years' experience in a senior/executive management position
- Strong commercial/operations/finance experience, preferably within a financial services environment
- Detailed understanding of business skills including financial management, IT systems, compliance and strategic planning
- Experience in leading a small, professional team
- Experience in change management, and process and systems improvements
- CA/CPA qualified
- A high level of interpersonal skills and ability to deal with a diverse range of stakeholders
- Track record in embracing technology to enable improved operational efficiency

This role is full time and is based in Sydney.

To request a copy of the job description, email hello@australianphilanthropicservices.com.au. Please put 'Head of Operations & Finance' in the subject line of your email.

To apply, submit a letter of application, addressing the selection criteria and why you would like to work for APS, along with a copy of your CV to Australian Philanthropic Services.

Applications close on Friday 22 September 2017.