

# HAGAR INTERNATIONAL

## JOB DESCRIPTION

### 1. Position Summary

<b>Job Title:</b>	<b>Financial Controller, part-time, 3 days per week</b>
<b>Reports To:</b>	<b>Chief Executive Officer</b>
<b>Position Location:</b>	<b>Melbourne Australia</b>
<b>Last updated:</b>	<b>November 2020</b>

**Position Summary:** Reporting directly to the CEO of Hagar International (HI), the Finance Controller is responsible for the overall financial management of HI and all entities within the group across eleven countries. The role is a senior role and is part of the Group Executive senior leadership team.

### 2. Organisational Context:

Hagar is a Christian INGO, founded in 1994 in response to the prevalence of extreme domestic and community violence affecting women and children in post-civil war Cambodia. In 2008, Hagar began operations in Afghanistan to support women and children facing the worst forms of gender-based violence and human trafficking. The following year, Hagar established an office in Vietnam to care for women who were affected by the growing magnitude of exploitation and abuse. More recently, Hagar began delivering programs for women through our support office in Singapore, and we are partnering with organizations in Myanmar to increase their capacity to provide trauma-informed care. With 26 years of experience, Hagar has transformed into an internationally recognized leader in trauma informed care services for survivors of human trafficking, slavery, and abuse. Hagar International has affiliated fundraising and advocacy offices located in Australia, Hong Kong, New Zealand, Singapore, UK and USA. These offices help to promote Hagar's trauma recovery work by raising awareness and funding to support programming in our Program Offices.

#### **The Whole Journey**

At Hagar International, we are committed to the whole journey. The whole journey starts with a survivor, an individual who has experienced severe trauma as a result of slavery, trafficking, or abuse. From the moment that individual enters our care, we work with them to assess what their needs are, and we offer a full range of intensive and individualized services. We rebuild trust and resilience. We can provide a safe place to live, counselling, case management services, legal support, education, and safe, empowering jobs. We create opportunities to ensure that the individual is thriving, not simply surviving. The whole journey encapsulates each step taken by a survivor toward healing. Our goal is for each individual to be a champion for change in his or her own life and in the community.

#### **A Comprehensive Approach to Helping End Human Trafficking, Slavery and Abuse**

Based on Hagar's depth of experience at an individual survivor level, under our current 2020-2022 Global Strategy, we are working to impact an even greater number of survivors and to help end human trafficking, slavery and abuse for good. As a result, Hagar is also focusing on: building capacity of other agencies in effective trauma informed care; working to prevent human trafficking, slavery and abuse in hot sport areas; empowering survivors to be catalysts of change; and influencing key government policy that will enable human trafficking, slavery and abuse to be ended for good.

*Our Mission: For those affected by trauma, and those who support them, Hagar is an expert in care and recovery. When healing happens, the cycle of trauma stops.*

### 3. Key Position Responsibilities:

#### Major Responsibility 1: Global financial management

- Oversee the annual financial planning and budget process globally.
- Ensure all regular and ad-hoc financial reporting is completed in accordance with Hagar's financial policies and the requirements of the CEO and Board.
- Prepare and present reports to the CEO, Board, and various committees.
- Ensure the appropriate financial management of all funds and the segregation of restricted and unrestricted funding sources.
- Ensure that expenditure is controlled, appropriately authorised, and in line with budget.
- Provide ad-hoc financial modelling as required.
- Support the CEO in sourcing new revenue streams and contribute to the BID management process.
- Coordinating of annual budget process and consolidation of reports from all country offices and Hagar International.
- Advise on long-term financial planning / strategies to improve Hagar International finances

#### Major Responsibility 2: External reporting and compliance

- Manage the relationship with the various external auditors in the various overseas country locations, and ensure all requirements are met for annual audits and other ad-hoc audit requests for funders.
- Manage the internal control framework supported by relevant financial policies.
- Ensure compliance with all requirements for regulators and funders.

#### Major Responsibility 3: Risk management

- Ensure an appropriate risk-management framework is in place supported by relevant policies and procedures.
- Ensure all necessary insurance cover is in place.
- Report regularly to the Board in relation to risk management.

#### Major Responsibility 4: Management and systems

- Act as company secretary for Hagar International, and assist the CEO and Board as required.
- Developing and maintaining finance and risk systems for the Hagar Federation (including all country offices).
- Manage all aspects of HI's financial systems.
- Work closely with the HI COO and collaborate on shared responsibilities.
- Contribute to HI's overall strategy and business development.

#### 4. Selection Criteria:

##### Education and Experience:

- Senior-level financial management experience
- Previous experience managing global finances in several countries, in NGO sector
- CA/CPA accreditation or similar relevant qualification
- Significant understanding of current relevant legislation relating to finance and accounting, and specifically to grant and donor funding
- Significant experience in working with, advising, and/or supporting Boards
- Prior general management experience with the ability to oversee administrative functions
- Strong oral and written English literacy

##### Knowledge/Skills:

- Strong organisational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong interpersonal skills, diplomacy, and political nous, and ability to build relationships with stakeholders, including staff, Board members, external partners, and donors
- Ability to work with a broad range of people including major donors, Board members, government, colleagues of the CEO, and others
- Excellent management, time-management, and problem-solving skills
- Ability to work flexibly, including regular out-of-business hours, in order to meet the needs of the organisation across multiple time zones
- Ability to work within the constraints of limited resources
- Ability to undertake occasional international travel
- Previous experience working with development and fundraising programs to increase donor contributions and funding sources

##### Personal Attributes:

- Understanding and commitment to Hagar's core values, vision, mission, and strategic priorities
- Demonstrated ability to work with respect and professionalism in a culturally sensitive environment that is globally diverse

#### 5. Signatures:

Name:

Signature:

Date:

Approved by: Global CEO

Position Holder:

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