

“The Oaktree Foundation is an outstanding advocate for increasing awareness among young people in Australia and overseas of development challenges. Its role in mobilising young people to tackle poverty – and to inspire them to believe that they can make a difference – is commendable.”

The Honourable Kevin Rudd MP
Foreign Minister of Australia

WHO IS OAKTREE?

The Oaktree Foundation is an aid and development organisation run by young people under the age of 26. We believe that education is the most powerful force we have to change the world. Oaktree takes action by partnering with developing communities to make educational opportunities reality.

We do this by supporting educational projects in developing communities, as well as bringing young people together to campaign on issues of global poverty in the Australian context.

In a world where people often only give token responses to poverty, Oaktree believes that young people can be leaders who don't just talk about change but create it. We believe that the key to making lasting change and breaking the poverty cycle is education. At the core of our work are our projects in developing communities. Oaktree partners with local organisations to provide educational opportunities to young people. Currently we support projects in four countries: East Timor, South Africa, Papua New Guinea and India. In Australia we support our projects through advocacy, fundraising and volunteer mobilisation.

ACHIEVEMENTS

Oaktree has had some notable achievements either individually or part of a coalition with other organisations. These include but are not limited to:

- In Australia, we have mobilised more than 10,000 supporters, run more than 300 conferences and speaking engagements and reached more than 150,000 people.
- We were the leaders behind the 2006 Make Poverty History Concert in Melbourne, the 2007 Make Poverty History Zero Seven Road Trip and the 2008 End Child Slavery Campaign.
- In 2007 the Oaktree Foundation was presented with the prestigious 'Free Your Mind' award at the MTV Music Awards.
- In 2010 we led our second Make Poverty History Road Trip, leading 1000 young people across the country over the course of a week, campaigning for more and better aid.
- By now, Oaktree's Schools 4 Schools program has expanded to over 40 schools across Australia, and is one of the largest programs in the country engaging school students on issues of social justice
- We currently raise over \$400,000 annually to support educational projects in developing communities
- In 2010, we raised over \$500,000 through the Live Below the Line Campaign, which saw 2000 people sponsored to live on \$2 a day – the Extreme Poverty Line.

The Oaktree Foundation

Overseas Projects Finance Manager



<p>Job Outline</p>	<p>The Projects Finance Manager will be responsible for overseeing the payments to Oaktree’s overseas project partners in East Timor, Cambodia, South Africa and PNG. In particular, the Projects Finance Manager will be responsible for around \$1million in payments to Oaktree’s overseas projects.</p> <p>The Projects Finance Manager will also work with the Overseas Projects Team with other issues such as budgeting.</p> <p>Another key element of the role is maintaining a strong working relationship with Oaktree’s ‘umbrella’ organisation, World Relief Australia. The Projects Finance Manager will liaise with WRA to ensure that funds reach Oaktree’s overseas project partners.</p> <p>The Projects Finance Manager will work as part of the Overseas Projects Team and report directly to the General Manager of Overseas Projects. The Projects Finance Manager will also work with Country Managers in the Overseas Projects Team. The Projects Finance Manager will also need to work closely with the Finance Team and the Director of Finance.</p> <p>The role requires some mathematical/financial skills and attention to detail.</p>
<p>Key Performance Indicators</p>	<ul style="list-style-type: none"> • Maintaining up-to-date knowledge of the Projects budget • Making all overseas project payments in a timely manner • Ensuring a strong relationship with WRA • Prepare Remittance Advice Forms for WRA • Ensuring accurate and timely project payments
<p>Characteristics and skills required</p>	<ul style="list-style-type: none"> • Excellent relationship management skills • Sound mathematical skills • Competent with Microsoft Excel • Attention to detail • Excellent written/verbal communication skills • Time management and organisational skills
<p>What you get out of it</p>	<ul style="list-style-type: none"> • Responsible for making approximately \$1million in project payments annually • Experience in making overseas transactions and dealing with currency risk • Professional development, particularly in the area of relationship management. • An opportunity to work with Oaktree’s overseas project partners • Unique experience in both finance and project management
<p>Time Commitment</p>	<ul style="list-style-type: none"> • 10 hours per week <p>Note: This commitment is expected to fluctuate throughout the year.</p> <p>Given the need to maintain consistency in Oaktree’s relationship with WRA, the successful candidate will be expected to commit to the position for a period of no less than 12 months.</p>
<p>Reports to</p>	<p>General Manager of Overseas Projects and Director of Finance</p>

The Oaktree Foundation

Application Process



To Apply

All applicants are required to submit;

- A current CV of no more than 4 pages
- A cover letter of no more than 2 pages, outlining the applicant's characteristics and skills.

For additional information about Oaktree and our initiatives, be sure to visit our websites;

- www.theoaktree.org Oaktree Foundation main website
- www.schools4schools.org Schools4Schools program website
- www.theroadtrip.com.au **MAKEPOVERTYHISTORY** Roadtrip campaign website

Lodging an Application

Please send all applications to e.toulmin@theoaktree.org

All applicants will be notified of their progress shortly after applications close. Successful applicants will be expected to be available on the following week for a 1 hour interview.

Questions

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