

ROLE DESCRIPTION / FINANCE LEAD

ROLE PURPOSE AND OVERVIEW:

The Finance Lead manages the Lab Budget, the Innovation Fund for prototyping teams' work and provides accountability and financial transparency for the Lab. The role is also responsible for producing reports on Lab financial activities to stakeholders.

- Development of initial Lab budget
 - Proposing and managing financial terms of Lab contracts
 - Tracking and managing Lab budget throughout life of the Lab
 - Administering accounts payable and receivable including Lab staff payroll, Lab vendors and subcontractors, etc.
 - Producing reports on Lab finances for Lab team and stakeholders
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- Accounting background/experience (ACA/CPA or similar qualification)
 - Ability to develop and manage \$1m+ budgets
 - Ability to produce Integrated Reports
 - Ability to shape and review contracts
 - Ability to provide budget and cashflow forecasting
 - Ability to provide strategic overview of financial situation given Lab strategy and direction
 - Ability to plan for short and long term financial needs of the Lab
 - Ability to adapt budgets and planning at short notice

ACCOUNTABILITIES /

ONGOING ACTIVITY EXPECTED FROM THE ROLE

FUNCTIONAL CAPABILITIES /

CAPABILITIES REQUIRED TO ENACT THE ROLE

TECHNICAL CAPABILITIES / CAPABILITIES ENCOURAGED, BUT CAN BE TRAINED ON THE PROJECT IF NEEDED

AGILE	Knowledge and ability to use Agile as an iterative project management modality working in sprints and rapid cycles.
DOCUMENTATION	Knowledge and ability to use shared protocols, processes and practices for capturing information and learning.
STAKEHOLDER RELATIONS/ CUSTOMER SERVICE	The ability to work with a multi-stakeholder system, different perspectives, and ability to communicate effectively with the variety of stakeholder groups across the system.
PROTOTYPING	Knowledge and ability to create and build products using, rapid cycles, testing, and customer validation.
DESIGN	Knowledge and use of basic formatting, shared documentation standards, presentation of information, fonts, logos, templates, etc.
COMMUNICATIONS	Knowledge and ability to use multiple communications channels (print, video) storytelling, and narrative generation.
IT SYSTEMS	Ability to use social media (Twitter, Facebook), project management platforms (Trello, Slack) and other systems as required.

CORE CAPABILITIES / BASE LEVEL OF THESE CAPABILITIES IS REQUIRED TO FULFILL THE ROLE

SELF-AWARENESS	The ability to be conscious of one's own character, feelings, capabilities, motives, and desires. It includes awareness of how you are perceived by others and the impact you have on others.
CREATIVITY	The ability to be effective and produce results with patience, bravery, imagination and flexibility in the face of complexity and uncertainty.
COLLABORATION	The ability to reach mutual understanding and connection by exchanging information, ideas and feelings- especially across differences. It includes the ability to create and share meaning and produce collective results.
POWER AND SYSTEMS	The ability to understand how systems function and to perceive the role and impact of power within systems.
ACCOUNTING BACKGROUND	CPA, ACA qualified or similar

This role starts before the Convening and Recruiting stage of the Preconditions phase of the Lab and continues through the Cycle Wrap up. Time commitment will vary from 2-5 hours per week, with an average of 15 hours per month.

ESTIMATED TIME COMMITMENT/
HOURS PER WEEK OR MONTH

2+ years experience in a financial management role.

EXPERIENCE