



Position: Chief Financial Officer (CFO)

Length: 12 months part time (5-10 hours per week negotiable)

Location: Melbourne, Australia or Yangon, Myanmar

Salary: Volunteer

About Harmoneat

Harmoneat is a social enterprise based in Yangon, Myanmar. Harmoneat was founded as a sustainable peacebuilding initiative aimed at building tolerance and trust between Myanmar's fractured ethnic and religious communities. Our mission is to build communities through the common ground of food. The Harmoneat team is working towards introducing Myanmar's first food truck. The truck will assist in the delivery of a variety of community building projects, including peace education and listening programs, to develop positive inter-faith and inter-ethnic relations. As a social enterprise, these projects will be funded by Harmoneat's tourism services and cooking classes.

To support the social enterprise in Yangon, Harmoneat is assisted by a team of Australian volunteers in the fields of fundraising, operations and advocacy. The Harmoneat team also acknowledges that the mission - to build communities, through food - is applicable in countries all over the world, and that the important work of celebrating commonalities rather than differences should be also carried out in countries like Australia. Harmoneat Australia therefore, focuses on engaging marginalised and migrant communities in Melbourne, to bridge social divides, raise awareness of diverse cultures and develop positive relations between different groups of people.

Harmoneat is a social business - which means that we invest all profits back into the venture. We know that this model of development is far more sustainable than the traditional charity approaches, and we want to assist in building a cadre of Australian and Myanmar entrepreneurs who can tackle social issues through business in the future.

Your role

Your role will involve working with both the Harmoneat Australia and the Harmoneat Yangon teams to design, implement and monitor administrative, financial, accounting and reporting systems. You will be a key part of Harmoneat operations as we move from a small start-up to a growing social enterprise in Yangon and registered not for profit in Australia. You will play an integral role in advising the Directors on Harmoneat's financial performance and reporting requirements, as well as supporting the Donor and Partnerships Manager in the submission of financial reports and budget submissions.

You will work as part of a small team of Harmoneat representatives in Australia. Your role will require you to demonstrate a high degree of autonomy and an ability to

think strategically as Harmoneat continues to grow. As our Chief Financial Officer you will:

- Ensure that Harmoneat Australia complies with ACNC, ATSIIC ATO and other reporting requirements as a registered not for profit in Australia
- Ensure that Harmoneat Yangon complies with reporting requirements as a registered company in Myanmar
- Assist Harmoneat Yangon to adapt, develop and implement financial accounting and reporting systems
- Develop and prepare financial reports and provide timely advice Harmoneat Directors and donors on Harmoneat's financial status including recommendations on adaptation of business model
- Provide input towards Harmoneat's quarterly newsletters
- Assist in the development of annual budget plans and budget submissions as part of our grant applications to support Harmoneat's community building work
- Establish new business systems for Harmoneat Yangon and Harmoneat Australia
- Support administrative matters related to the operation of Harmoneat Australia and Harmoneat Yangon
- If interested, work with the Harmoneat Australia team to organise and deliver events to raise awareness about Harmoneat's mission
- Support the Harmoneat team to develop volunteer positions and manage the recruitment of volunteers both in Australia and Myanmar
- Work with the Harmoneat Australia team to develop partnerships with like-minded organisations and businesses to collaborate on the development and delivery of Australia's community building projects
- Other tasks as per the interest of the successful candidate and the requirements of the team

Who do we want?

We need a motivated individual who is willing to work relatively autonomously to build key Harmoneat systems that will support our growth. You will be:

- Interested in using your business skills to support community peacebuilding or social enterprise
- Experienced in designing, developing and adapting financial accounting and reporting systems
- Experienced in operating successful businesses including providing strategic oversight of business decision-making
- Experienced in developing administrative systems for not for profit sectors
- Knowledgeable in not for profit reporting requirements within Australia
- Someone who prides themselves on their attention to detail
- Have excellent knowledge of Excel and other relevant financial accounting software (e.g. Xero)
- Willing to commit a minimum of six months but ideally seeking ongoing volunteer work to build this innovative enterprise
- A star administrator with excellent organizational skills

- Able to prioritise a range of competing tasks and negotiate your own workload.

What's in it for you?

The Harmoneat team takes special care to ensure our volunteers get what they need out of the experience - either for future career needs or based on their interests. In return for your time and effort, we will provide:

- A mentor who will work with you to ensure you get the most out of the experience and offer ongoing career advice (the Harmoneat team has great links with a range of people all over the world working in a range of sectors)
- References, a certificate and recommendation letter thanking you for your efforts at the end of your placement/internship
- An opportunity to be part of the team on a more ongoing basis
- A place to stay if you make it to Myanmar for a visit
- An opportunity to build your skills in a start-up environment or transfer into the social sector
- A once in a lifetime opportunity to build a new, innovative social business in Myanmar
- An opportunity to network and build contacts with individuals and organisations all around the world
- A chance to tailor the internship based on your needs/interests

Interested?

If you're interested, send us an email highlighting why you feel this would be a great opportunity for you, what you want out of it and any relevant experience that you could bring to the team. Attach your CV and we'll be in touch as soon as we can.

contact@harmoneat.com
www.harmoneat.com

Applications close 30 December 2014