



## Scope of work for part-time consultancy service engagement

### Temporary CFO / Finance Change Management Consultant

#### Overview

The Asia Philanthropy Circle (APC) is a dynamic not-for-profit organisation that is pushing for systems change and innovation in social interventions through strategic and collaborative philanthropy. Many of our members across Asia are leaders in the impact sector and our vision is to foster a better Asia through philanthropy.

APC is seeking a consultant on a project basis, to assess and revamp our finance processes for consistency with current best practices. Areas to be addressed include budgeting, cash flow management, grant management, financial accountability, and compliance with tax and charity law. The consultant will work with APC staff to understand current finance processes, and then propose and establish new policies and practice in order to ensure that APC is in line with operational best practice and continues to lead in the area of non-profit governance and accountability. This is a part-time service engagement for a period of up to 12 weeks.

#### Key deliverables

- Assessment of APC's current finance policies and procedures, working in partnership with APC leadership team and staff
- Recommendations and proposal to APC leadership for improvement of the finance function from an operational efficiency, governance and accountability perspective
- Develop APC's finance strategy, establishing new policies, systems and procedures for implementation by APC staff

#### Requirements

- Prior CFO experience, preferably in a small team environment and in the non-profit or philanthropy sector
- More than 10 years of experience in accounting or organisational finance role
- Well-versed with Quickbooks or other accounting/reporting software, Microsoft Excel.
- Experienced in producing organisational budgets, managing accounting processes, financial accountability, and working with auditors.
- Ability to explain financial concepts to colleagues who do not have finance backgrounds.
- High-level of personal integrity with strong alignment with the mission and vision of APC.

#### About APC

APC is a regional membership-based organisation, headquartered from Singapore, with over 40+ philanthropists as its members across 12 different countries/regions. APC provides its members with a safe space to learn and practice strategic and collaborative philanthropy together in order to address some of the most critical issues in this region.

Interested candidates should write in with their CV and areas of interest to [natalie@asiaphilanthropycircle.org](mailto:natalie@asiaphilanthropycircle.org)