



Finance and Operations Director

“The people who are crazy enough to think they can change the world, are the ones who do.”
- Steve Jobs

Teach For Malaysia is an independent, not-for-profit organisation on a mission to empower our nation through education. We believe that a child’s education and future should not be determined by his or her circumstances in life. Thousands of students don’t have the chance to realise their potential because of many socioeconomic factors, like how much their parents earn or where they were born/live.

We recruit, train and support our country’s rising generation of leaders to teach in high-need schools across the nation, through our 2 flagship programmes which is the Teach For Malaysia Fellowship and Program Duta Guru - our two-year leadership development programmes focused on growing leaders across the education system. We’ve impacted over 160,000 students and worked with the Ministry of Education and other corporate and social sector partners to collectively bring transformation to the education system. Beyond the Fellowship and Program Duta Guru, our growing network of Alumni, education champions and supporters are lifelong advocates for education and expanding opportunities for students, working as a movement to build an ecosystem of solutions at all levels of society - from the classroom to the boardroom.

As we celebrate TFM’s 10-years of existence and impact, we have co-created our 2030 strategy with our stakeholders to significantly scale our impact. We are looking for Champions to join our team in this movement of change - people who share our vision, mission, and core values (Sense of Possibility, Excellence, Collaboration, and Integrity). Alignment to our vision, mission and values are integral to TFM’s culture, to ensure long-term, sustainable success and to realise our mission to:

Build a movement of leaders in the education ecosystem to empower all children in Malaysia to realise their potential

As we aspire to be the greatest place to work for our people, our collaborative working environment opens up many opportunities for you to expand your network and lead your own learning, alongside other team members, Fellows and Alumni, corporate partners, the Ministry of Education, and other education stakeholders. Teach For Malaysia is also a partner in the Global Education Network, Teach For All.

While our compensation package is fair and competitive, we do not expect this to be your key reason for joining us. After all, we are not just offering you a job; we are looking for a like-minded future leader to grow with us and help us achieve our mission.



Role : Director, Finance and Operations
Start Date : Immediate
Employment Type : Full time
Location : Kuala Lumpur, Malaysia

Mission for the Role

The mission of this role is to drive and implement the TFM 2030 Strategy, the Finance & Operation Director role is focused on (non-exhaustive):

1. Facilitating implementation of strategies across TFM's strategic pillars.
2. Overseeing all areas of organisational sustainability, implementing any operational changes, and delivering measurable improvements.
3. Lead an organisational transformation journey by designing, improving and implementing strategic and operational planning & processes.
4. Bridging the gap between stakeholders to ensure that the organisation is able to effectively translate TFM's strategic plan into actions with measurable impact.

The Finance & Operation Director works directly with the Chief Executive Officer (CEO) and supports the Senior Leadership Team of TFM - To provide financial, strategic and operational advisory in assisting the leadership team to make timely and informed decisions and subsequently to communicate the organisation's impact to internal and external stakeholders.

Key Measures of Success

- Financial governance as measured by the annual external audit process.
- Corporate Governance - ensuring full compliance of TFM's work with the various authorities.
- Staff engagement as measured by an annual staff engagement survey run by BCG.
- Overall efficacy of finance, talent, office management, and IT - including ensuring day to day operational excellence to driving strategic thinking in each area
- Overall effectiveness of the strategic planning and on-going performance management process

Duties and Responsibilities

We are a fast growing and evolving organisation with more than 40 (and growing) passionate and high performing individuals that come to work every day because of the collective belief in the vision. As the Director of Finance and Operations, you will be part of a dynamic senior leadership team that collectively steers Teach For Malaysia. Therefore, we are not only looking for someone with the right technical expertise but also someone who believes in our mission and is committed to embodying our core values.

You are expected to achieve success in your role through a team of 4-5 people and outsourced partners cutting across finance, talent, office management and IT functions as well as strategic planning. Apart from driving day-to-day operational excellence, you are expected to build a collaborative working culture among your team – so that they can help other teams to achieve their goals by leveraging on your team's support. Your ability to manage and lead is therefore crucial.

While you don't need to have expertise in all these areas, expertise in finance is a must and you need to be able to effectively manage vendors and individuals with expertise in the other areas.

Your portfolio broadly includes the following:

- **Finance** - financial reporting (including audit process), management reporting, budgeting and tracking, setting policies and procedures as well as matters of risk, governance and driving the Audit and Risk Committee agenda; you will be working with a Finance Manager and an outsourcing partner in this area
- **Talent** - overseeing hiring, on-boarding, talent management and development, performance management, culture building and HR operations as well as driving the Remuneration and Nomination Committee agenda; you will be working with 2-3 staff members in this area
- **Office management & IT** - ensure smooth running of the office, adherence to statutory and regulatory submissions, maintenance of IT infrastructure, project manage IT initiatives; you will be working with 1 staff member and outsourced service providers / third party vendors in this area
- **Strategic planning** - drive the setting of our annual and quarterly goals, monitoring progress towards these goals using data on a fortnightly basis as well as the budgeting and capacity planning; you will be facilitating this process with the senior and extended leadership team in this area
- **Organisational Transformation** -While some systems and processes are already in place, you are expected to uphold the integrity of existing processes; review, design and implement new systems and processes when needed to continuously improve the overall effectiveness of the organisation.

The existing support for the role includes the senior leadership team as general thought partners, Teach For All network for best practices among peers and consulting firms that have contributed pro-bono services before.

Required Competencies

- Minimum experience of 8 years, which includes significant leadership roles, expertise in finance and exposure to talent management as well as corporate strategy
- Chartered Accountant qualification is an added advantage
- Exposure to non-profit organisations or social enterprises is desirable
- Managing people – proven track record in achieving result through a team; able to develop people and team and have difficult conversations, if required
- Process expertise – proven track record in designing, implementing and maintaining systems and processes
- Ways of working that are aligned with TFM's core values:
 - Collaborative approach – ability to work collaboratively with others
 - Continuous learning – drive continuous learning to advance our organisation
 - Solution driver – ability to formulate and implement effective solutions
 - High performing – set high standard and ability to persist through challenges and obstacles
 - Planning and execution – ability to plan and execute effectively to achieve result

Application

Please send us a copy of your CV with a cover letter addressing the role requirements and suitability to careers@teachformalaysia.org