

POSITION	Finance & Reporting Lead
SALARY	\$70,200 p.a. inclusive of super
EMPLOYMENT TYPE	Full time
	6 month contract (with the possibility to extend)
LOCATION	Sydney
START	June 2020

batyr is a 'for purpose' preventative mental health organisation, created and driven by young people, for young people. We run programs that help smash the stigma surrounding mental health and empower young people to reach out for support. We help create supportive communities.

We are an energetic, fun and dynamic team who are passionate about changing the way we speak about mental health. Excitingly, we are on the hunt to build our team with even more passionate, skilled and driven people to continue to develop our high-performance culture and expand the reach and impact of batyr. If you want a workplace where you can bring all of your full, weird and wonderful self to the office each day, this is the place.

#### working with us

At batyr, we care deeply about those we welcome into our work-family and do our best to support our team. We do this by:

- providing all permanent staff with a wellbeing budget that you can use for the gym, new surfboard, pottery class, ukulele lessons... almost whatever you need to help keep you feeling good
- providing ongoing professional training and wellbeing sessions
- structured internal and external mentoring
- wellbeing leave - your personal leave doesn't just have to be for sick days, at batyr you can also use this leave to support your mental health and wellbeing
- mid-year and start-of-year retreats
- flexible working arrangements
- salary packaging up to \$15,900 pa - because we're a not for profit, you can choose to receive a proportion of your wage as a reimbursement of personal expenses, with no income tax payable on this money
- a bring your own device policy, with reimbursements for using your own phone and computer

batyr is committed to providing a safe, culturally appropriate, inclusive environment for all people, regardless of their ethnicity, faith, disability, sexuality, or gender identity. We believe that everyone's voice is valid and worthy of being heard and because of this we strongly encourage people from all backgrounds to apply, especially those from minority or marginalised communities.

#### about you

You're a whiz with numbers and you get a real thrill out of reconciling accounts and making sure that finance systems are up to date and in tip top shape. You have an eye for detail and understand that every cent counts when working with donor funding. You love to create order so you're always looking for ways to improve processes, and you make sure that everyone in the team sticks to them. You're able to take on multiple responsibilities and manage competing deadlines with ease. You have top notch communication and interpersonal skills and your friends rely on you to explain those big finance words in a way that everyone can understand.

As with all of our employees, you will have an active interest in tackling the stigma around mental health and are aligned to batyr's five values; empathetic, inclusive, balanced, positive and bold.

### position summary

The Finance & Reporting Lead will be responsible for maintaining the day to day financial operations of batyr. Working closely with the Finance Manager, this role will ensure that we have a clear picture of our financial position to support operational and strategic decision making. The Finance & Reporting Lead will ensure that all funding is acquitted in accordance with relevant funding agreements, assist batyr's partnerships team with report & proposal writing, and maintain accurate and up to date information in our IT systems.

The Finance & Reporting Lead will report directly to the Finance Manager, based in Sydney.

All candidates will need to hold a current Working with Children Check and Police Check, or be willing to obtain these within one (1) month of starting the role.

### key responsibilities

- Maintain all bookkeeping functions (accounts payable, accounts receivable, payroll)
- Prepare monthly balance sheet reconciliations and financial reporting
- Maintain effective systems for financial reporting, both internally and externally
- Assist with the preparation of annual budgets and ensure that actuals are recorded and monitored in line with this each month
- Maintain up to date financial forecasts
- Review and continually improve financial and administrative procedures
- Assist batyr's partnerships team with grants and donor reporting obligations

### primary selection criteria

- Tertiary qualifications in accounting
- 2+ years relevant accounting or bookkeeping experience
- Experience with financial reporting
- Comfortable working with large volumes of data in excel and working knowledge of common formulas/functions (vlookup, sumif, pivot tables etc)
- Experience working in Xero
- High level of attention to detail
- Ability to work independently across a growing and spread out team

### desirable selection criteria

- Experience with Salesforce
- Experience supporting the development of grants and donor reports
- Experience working in a NFP organisation

### how to apply

Please email your cover letter & CV to [careers@batyr.com.au](mailto:careers@batyr.com.au) by 9am Monday 1 June, with the job title and where you saw this job ad in the subject line.

batyr is a safe and inclusive workplace. Those from minority or marginalised communities are encouraged to apply. This includes, but is definitely not limited to, people with a lived-experience of mental ill health, Aboriginal and Torres Strait Islander people, culturally and linguistically diverse people, LGBTQIA+ people, and people with disabilities.