

POSITION DESCRIPTION - Finance Manager

Employer: The Australasian Centre for Corporate Responsibility

Work Type/s: 3-5 days/week - please specify your preference when applying

Salary: \$80,000-\$105,000 + super depending on classification and experience

Classification/s: Finance and accounting

Sector/s: Not For Profit (NFP)

Location: Canberra office (preferred) or Sydney office (with the possibility for substantial work from home if desired); for an experienced candidate, we are open to other Australian locations, working remotely.

Job posted on: 16 October 2020

Applications close: 9am, Monday 2 November 2020

Background: ACCR is a philanthropically-funded NGO that monitors the environmental, social and governance (ESG) practices and performance of ASX-listed companies. We undertake research and highlight emerging areas of business risk through private and public engagement, including the filing of shareholder resolutions.

Overview: ACCR has grown rapidly over the past two years and expects to have around 20 staff by 2021. Most of our funding comes from foundations and individual donors. Our financial and accounting needs are expanding in line with our growth in staff numbers and types of activities in Australia and with partners around the world. This role will ensure ACCR's compliance with legal and donors' financial obligations, institute excellent accounting standards relevant to an Australian non-profit organisation, develop organisation-wide and program-specific budgets, track and monitor expenditure, follow and initiate improved systems for all finance-related aspects of ACCR, and be an integral member of ACCR's Operations team. As the only ACCR finance staff member, the position-holder must be willing and able to undertake a wide range of tasks, from the day-to-day payments and bookkeeping, to financial reporting, strategic financial planning and introducing new systems to increase efficiencies and compliance.

Financial Description of ACCR: Our estimated revenue in 20/21 is about \$3.5m. We have 2 modest share portfolios. Our current accounting software is AccountRight.

Responsible to: Chief Operating Officer

Key Relationships: Executive Director; Research Manager; Global Project Lead

ACCR encourages applications from people who identify as First Nations, from culturally and linguistically diverse backgrounds, people with disability, and members of the LGBTQI+ community.

Responsibilities

The Finance Manager is responsible for ACCR's financial processes and responsibilities including, but not limited to:

1. Work with ED and COO on financial planning, including the preparation of organisational and project-specific budgets and cash flow, and related reporting for ACCR management and Office Bearers' meetings
2. Introduce and monitor systems to prevent fraud and other misconduct
3. Keep on top of changes in financial obligations and regulations impacting non-profit organisations, and share with relevant colleagues
4. Ensure financial recordkeeping in accordance with ACCR requirements (including relating to DGR status), applicable laws and accounting standards
5. Identify and introduce new systems, software and processes e.g. new accounting software, approval systems
6. Prepare payments, invoices and receipts, ensuring consistency with budgets,
7. Complete monthly payroll and ensure leave and other balances are tracked and associated obligations for example workers compensation declarations and payments are met
8. Undertake reconciliation in accordance with research fund and project-specific requirements
9. Maintain and reconcile finance-related ACCR accounts, e.g. PayPal account and monitor share portfolio related transactions
10. Prepare financial reports by project for funders
11. Oversee annual audit process and prepare necessary materials and lodge materials with ACNC
12. Prepare and file quarterly BAS
13. Prepare quarterly fringe benefits tax declarations and reimbursements
14. Regularly audit ACCR bank accounts
15. Conduct ongoing bookkeeping
16. Ensure compliance with donors' financial reporting requirements, meeting reporting deadlines
17. Input and manage offline donations
18. Managing ACCR's bank accounts, banking relationship and maintaining associated debit cards
19. Liaise with insurance broker and arrange all insurance policies and premium payments

Criteria

We're looking for someone with at **least 5 years' experience** in accounting and bookkeeping for an Australian non-profit organisation, with the following qualifications and experience:

- Relevant tertiary degree, e.g. accounting, finance.
- At least 5 years of relevant experience in finance roles, including undertaking bookkeeping, accounting and/or financial management.
- Outstanding attention to detail and organisational skills.
- Ability to communicate regarding financial and compliance issues with non-finance colleagues and Office Bearers.
- Knowledge of and ability to implement relevant laws, regulations, accounting standards and other requirements (e.g. for ACNC) to ensure financial compliance.

- Ability to develop and improve financial and compliance systems to meet audit standards within the parameters of a fairly young, but growing, organisation.
- High personal integrity and ability to introduce systems to prevent financial misconduct institutionally.
- Some experience working on cross-border financial matters would be an advantage e.g. making payments to people outside of Australia, processing funds in different currencies, as would experience working for an Australian non-profit organisation with DGR status, especially those with funding from foundations and private donors.
- Commitment to the mission of ACCR.

Application Guideline

To apply, please email the below to office@accr.org.au, with the subject line: Finance Manager application:

- Up to date resume
- Up to 600 word statement addressing the above criteria.