

Finance Officer – Parental Leave Cover

PURPOSE OF THE POSITION

Reporting to the Finance Business Partner – Program Management, you will be responsible for accounts payable, fund transfers, ledger reconciliations and other daily accounting tasks. You will assist with the generation of monthly department reports and project acquittal reports, annual statutory audit and annual budget & budget reforecasts. Your contribution will support ChildFund Australia maintain the highest standard of accountability and integrity to its stakeholders.

KEY DUTIES

- Be responsible for processing accounts payable, fund transfers to country offices and relevant ledger reconciliations;
- Process Credit card reconciliation and business trip related transactions;
- Prepare month end journals and bank reconciliations;
- Assist with preparing management accounts, SYD office department reports, country office project acquittal reports and provide analysis;
- Assist with the preparation of annual statutory financial statements and annual audit process;
- Contribute to ChildFund Australia budget and re-forecast process;
- Assist with the new finance system project on system validation and implementation;
- Provide financial capacity building for other departments and country program on relevant financial procedures and systems;
- Assist Sydney Office finance team on banking, and other daily accounting tasks.
- *Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.*

QUALIFICATIONS & EXPERIENCE

- Accounting graduate, TAFE Diploma
- Good experience in accounting, bank reconciliation, accounts payable
- High personal integrity & attention to detail
- Excellent communication skills
- Advanced excel skills and knowledge of accounting systems (ideally Sunsystem and/or Sage Intacct)

DESIRABLE

- Experience in payroll

SKILLS

Pragmatic problem-solver and be proactive in identifying and dealing with identified anomalies or variances.

Ability to effectively manage multiple activities/tasks under pressure

Attention to detail

Adaptable in working with cross-cultural teams and backgrounds

CHILD FUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values –
Respect, Integrity, Collaboration, Change,
Empowerment & Excellence

Department: Finance Team, Operations

Location: ChildFund Australia, Sydney Office

Employment: full time, 10 months fixed term contract

Reports to: Finance Business Partner – Program Management

Other Information: Must have working rights in Australia

Please apply at: <https://www.childfund.org.au/work-with-us/>





ORGANISATIONAL CONTEXT

ChildFund Australia is an independent international development organisation that works to reduce poverty for children in developing communities. We work in partnership with children and their communities to create lasting change by supporting long-term community development, responding to humanitarian emergencies and promoting children’s rights. We want every child to be able to say: “I am safe. I am educated. I am heard. I have a future.”

ChildFund Australia directly manages and implements programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations, and manages projects delivered by partner organisations throughout Asia, Africa and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists 13 million children and their families in over 60 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to 20 days of paid annual leave (pro-rated for part-time employees). You are also entitled to personal/carer’s leave, paid parental leave, long service leave and bereavement leave.

Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversation between yourself and your manager about maintaining work-life balance.

Salary Packaging

You will be eligible to salary packaging. As a Non-Governmental Organisation, our staff are eligible for salary sacrificing. The Australian Taxation Office (ATO) allows us to reimburse you for your personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in additions to the income tax free threshold.

Employee Assistance Program

In case you need help with personal, family or employment related matters you and your family will have access to free external, professional and confidential counselling assistance.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

OUR VISION: A world without poverty where all children and young people can say: “I am safe. I am educated, I contribute. I have a future.”

OUR MISSION: We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

**At ChildFund Australia
you will be
contributing to every
child being able to
play, learn, and grow.**