



Finance Manager (Volunteer)

We acknowledge the Traditional Custodians of the land across Victoria and Australia and pay our respects to Aboriginal and Torres Strait Islander Elders past and present. We recognise that our festival takes place on stolen lands and that sovereignty has never been ceded. There will be no climate justice without First Nations justice. Always was, always will be, Aboriginal land.

Dates	Late June/Early July – End December (with potential to extend)
Hours	Approximately 2-8 hours a week, increasing during the Festival and other peak periods. Hours will vary to fit around your other commitments outside of the festival and key event dates
Remuneration	None - Volunteer role, any relevant expenses covered
Location	Remote working, with regular monthly meetings in Naarm (Melbourne)
Reports to	Development Director

About the role

An exciting opportunity exists for a finance professional to join the EFFA team and support the festival in a key area of financial sustainability. Responsible for maintaining and administering the Festival's bookkeeping and accounting (including compliance, regulation and reporting), this role also assists with operational tasks related to finance and accounts and supports the organisation in making informed financial decisions.

This is a voluntary position, running from late March/early April to late November, with the possibility of extending. The average time commitment is approximately 8 hours per week, with more time required closer to the festival. Hours will vary and are generally flexible to suit around your other commitments. You will be predominantly working remotely, with regular meetings in Melbourne throughout the year.

Key responsibilities

- Oversight of the organisation's financial and banking systems, with a view to ensuring that good financial governance can be effectively exercised
- Financial compliance reporting, including the Australian Charities and Not-for-profits Commission (ACNC) and State Fund Raising License Regulators.

- Monitoring all banking activities, maintaining up-to-date bank account reconciliations and cash flow forecasts and processing accounts payable and receivables
- Using Xero online software (Account Right) to maintain up-to-date reconciliations of all general ledger accounts
- Coordination of organisational budgets in collaboration with key team members and producing monthly reports

About us

The Environmental Film Festival Australia (EFFA) is an entirely volunteer-run organisation, operating in Melbourne since 2010.

EFFA is more than just a film festival – it's a catalyst for positive and sustainable change. We inform, inspire, entertain and educate audiences of all ages, sharing films from around the world. Our key mission is to showcase great cinema and art that celebrates nature, flora, fauna and wildlife, champions the people, organisations and projects protecting our environment, and illustrates the unprecedented global threats our world faces, such as climate change, food sustainability, habitat loss and pollution.

Following record attendance in 2019, with the festival hosting more than 20 screenings, alongside panel discussions, parties and special events, 2020 saw us turning digital. In October, we hosted our first ever science/science-fiction based online festival, with participants zooming in from across the world. This year, our festival is set to take place in October. Visit effa.org.au to find out more.

Benefits of volunteering

EFFA has a passionate, values-driven and diverse team who were attracted to the festival for a multitude of reasons: from bringing unique perspectives to the big screen to harnessing their unique skill sets to enact social change. EFFA provides an opportunity to gain experience in a leading arts festival and to help contribute to a better world. With 76% of volunteers staying year-on-year, and with many people leaving to pursue new festival-related roles, you'll be joining a group of fun, dedicated, like-minded people.

By being part of EFFA, you'll:

- Inspire audiences of all ages to make positive and sustainable change, as we tackle the biggest challenges the world has ever faced
- Work with and promote the world's best environmental filmmakers and artists
- Be part of a fun, passionate team, all inspired by the power of filmmaking to capture hearts and minds
- Share and develop your skills with one of Australia's most notable sustainability events
- Enjoy complimentary access to EFFA screenings and events

About you

With a knack for numbers and a passion for the environment and/or the arts you are looking to use your bookkeeping skills to be part of an event that really makes a difference. You will get satisfaction working for a values-driven not-for-profit, not only helping to manage the organisation's day-to-day financial accounting but to help implement best-practice procedures to ensure financial sustainability into the future.

Qualifications & experience

- CA/CPA qualified, or in the process of completing CA/CPA qualification or equivalent qualification(s) in accounting or financial management, or relevant experience
- Proficiency in Xero or similar accounting software
- Demonstrated experience preparing and managing budgets
- Good organisational skills, attention to detail and ability to work independently and remotely.

Key selection criteria

Essential

- CA/CPA qualified, or in the process of completing CA/CPA qualification or equivalent qualification(s) in accounting or financial management, or relevant experience
- Demonstrated experience establishing and managing robust financial systems on behalf of an organisation or company
- Must have current National Police Check (within 12 months)
- An interest in contemporary environmental issues at a local, national and international level
- A passion for film, particularly documentaries, shorts and issues-based cinema
- Ability to work autonomously

Desirable

- Knowledge of and experience in the not-for-profit regulatory environment in Australia
- Experience working within arts, film, festivals and/or community organisations

How to apply

To apply, please complete [this form](#). **Applications are due by midnight 18 June** and will be assessed as they are received.

We welcome applications from people of all abilities, cultures and backgrounds. We acknowledge the Traditional Custodians of the lands on which we live, learn and work and we pay our respects to the Kulin Elders and all Aboriginal and Torres Strait Islander Peoples. We encourage Aboriginal and/or Torres Strait Islander Peoples to apply.