

PROJECT FINANCIAL COORDINATOR (PART-TIME)
HAGAR AUSTRALIA

- Part time (2 days per week)
- Flexible- remote working location
- Opportunity for growth

Working closely with the Hagar Australia Finance Manager and Program Quality Manager, as well as other international staff across the Hagar partnership, this role is critical in enabling Hagar Australia to fulfil its reporting and financial compliance obligations.

ABOUT HAGAR AUSTRALIA

Hagar Australia works as part of the global federated Hagar International network, to transform the lives of women and children who have been trafficked, enslaved or abused. We do this work in Afghanistan, Cambodia, Vietnam, Myanmar, Singapore and Solomon Islands.

Established 27 years ago, Hagar has forged an international reputation for its comprehensive model of trauma-informed care. Hagar was founded as a Christian organisation and continues to adhere to these values.

THE ROLE

The Project Financial Coordinator works closely with both the Hagar Australia Finance Manager and Program Quality Manager, as well as other international staff across the Hagar partnership, to enable Hagar Australia to fulfil its financial reporting and other partner compliance obligations at a project-level. Specifically, the role will:

- Provide financial support for the management of international program budgets, for HAUS funded programs, including reviewing project budgets and proposals.
- Coordinate the distribution of HAUS funds to HI projects and work with the Finance Manager on the accounting system for the recording of transfers.
- Support effective and timely acquittal of HAUS distributed funds to projects.
- Review, manage and update the acquittal process to ensure it is fit for purpose.
- Review and provide feedback on financial checks and assessments of the Program Offices.
- Provide support to Program Offices on financial management systems to meet funding compliance requirements.
- Provide additional project management support to Program Quality Manager as required, including following up on Fraud and Corruption Prevention activities, including training across the Hagar partnership.

- Complete annual in-country internal financial audit in collaboration with Program Offices.
- Complete the monthly donation reconciliation process between CRM database, accounting system and bank accounts.

KEY SELECTION CRITERIA

The right candidate for the position will have:

- Strong financial management experience
- Proven process/systems abilities
- Strong project management and time management skills
- Excellent interpersonal skills, including proven influencing skills
- Outstanding communication skills, both written and verbal
- Understanding of and commitment to the values and mission of Hagar Australia, including child protection and fraud prevention
- An ability to operate effectively in a remote working environment

Additional desirable skills, experience and qualities include:

- Recognised accountancy certification (e.g., CPA, CMA or similar) or undertaking certification
- Experience with Australian Aid ANCP funded projects
- Strong problem-solving skills

With further growth and development of Hagar Australia expected over the coming years, it is expected that there would be scope for the expansion of this role with greater organisational financial management. To that end, Hagar Australia would be prepared to support the right candidate in undertaking additional development of their skills and necessary certifications to enable their growth into this expanded role.

Hagar Australia is an Equal Opportunity Employer. Hagar Australia is committed to integrity, the prevention of sexual exploitation, abuse and harassment, safeguarding of children and vulnerable adults, and gender equality, diversity and inclusion.

The successful candidate will be required to complete a Working with Children and Police Check before commencement in the role.

APPLICATIONS

To apply please forward your cover letter, a response outlining your match to the selection criteria and your CV to Merewyn Foran, Hagar Australia Executive Director, at merewyn.foran@hagar.org.au by Friday 29 October 2021.

(NOTE: We are looking to appoint this role as soon as possible and so applications will be reviewed and considered progressively as they are received so candidates are strongly encouraged to apply early.)