

POSITION DESCRIPTION**POSITION SUMMARY**

Job Title	Project Financial Coordinator
Location	Flexible – remote.
Reporting to	Hagar Australia Finance Manager
Time commitment	0.4 FTE (with scope for growth as the organisation grows)
Travel	Occasional overseas travel to field offices required (Cambodia and Vietnam) i.e., annually.

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 AND HAGAR INTERNATIONAL

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, which provides survivors of trafficking, slavery and abuse with:

- A safe place to live
- Legal support
- Trauma counselling
- Medical care
- Schooling
- Vocational training or a university scholarship
- Job placement
- Support to fully reintegrate into the community.

In addition, Hagar advocates to prevent individuals from being trafficked or abused in the first place.

Hagar was founded as a Christian organisation and continues to adhere to Christian values. We believe in hope. It's what we see in every individual who comes to us. We don't see the victim but the survivor. The possibility. The greatest of human potential.

PROJECT FINANCIAL COORDINATOR Hagar Australia

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In Australia, Hagar is supported by a diverse range of generous donors, ranging from individual monthly donors to large corporations and philanthropic foundations. Small but ambitious in the pursuit of our mission, Hagar Australia's Board and team are active, informed and determined to grow our organisation so that we can make a bigger impact on trafficking, slavery and abuse in our region.

OUR VALUES

Respect	We believe in the right of all people to be heard and treated with respect and dignity.
Integrity	We commit to act ethically and honestly, striving to do the right thing at all times and in all circumstances.
Compassion	We want compassion, kindness and courage to be evident in our attitude, our communication and in active practical ways.
Excellence	We hold ourselves to high standards. We listen and learn from those we support, our partners and each other, to continuously improve all that we do.

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.

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SKILLS REQUIRED (ABOUT YOU)

- You have strong financial management experience (Accounting Software package i.e., Xero)
- You have proven project management experience (small scale NFP)
- You have proven process/systems abilities including experience identifying and implementing required process improvements
- You have strong time management skills.
- You have excellent interpersonal and communication skills (written and verbal) which you can leverage effectively in cross-cultural settings.
- You are comfortable working in a Christian organisation that values diversity and respects and works with people of all faith backgrounds.
- You are able to perform effectively in a remote working environment.

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 (eg; 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.