
FINANCE MANAGER



JOB DESCRIPTION

DATE APPROVED: 26 October 2021

Employers:	Adara Development (DEV), Adara Advisors (BIZA) and Adara Partners (BIZP) - together known as the Adara Group The role of the Finance Manager is split with 80% allocated to DEV and 20% allocated to BIZA.
Location:	Sydney, Australia
Employment status:	Full time
Award:	Social, Community, Home Care and Disability Services Award
Award Classification:	TBC
Reports to:	Group Financial Controller
Direct reports:	Senior Accountant, Assistant Accountant, Deloitte Ambassador
Indirect reports	Finance Officer (Uganda), Finance Officer (Nepal), Office Manager (USA)

OVERALL JOB GOAL

The Finance Manager (FM) is responsible, with the support of the Group Financial Controller, for supervising the finance team in the Global Support Office (GSO) and for the day-to-day global financial operations and systems. This includes ensuring effective reporting and control of; compliance, audits, capital expenditure, investments and assets, for the global operations of the Adara Group. The FM reports to and work closely with the Group Financial Controller. The FM must be able to adapt to a continually evolving environment and thrive in a deadline-oriented workplace, always performing to the highest standard. They will be responsible for managing a team of finance staff.

KEY RESPONSIBILITIES

1. Finance

- **Review and authorisation of the following areas:**
 - **Payments** – Review and authorise all payments ensuring accuracy and appropriate approvals.
 - **Income** – Liaise with the Partnerships team and the business personnel to provide updates on expected donor income and related timing of receipt.
 - **Month end** - Review of journal entries and reconciliation of balance sheet accounts.
 - **Payroll** – Preparation of the supporting documentation for the monthly payroll for multiple jurisdictions, ensuring compliance with relevant local regulatory and taxation authorities.
- **Overseas Offices** (DEV Uganda, DEV USA and DEV Partner Organisations, including DEV Nepal)
 - Review and analyse reports from overseas offices and partner organisations.
 - Work closely with the partner organisations to assist in building their financial capacity and highlight areas for closer monitoring by management. Preparation or review of project partner budgets as appropriate.
- **Budgets** – Assist with the coordination of the development and monitoring of Global budgets and financial forecasting including Board reporting as directed.
- **Global Cash flows** – Timely preparation of global cash flows forecasts to ensure the availability of funds as required.
- **Finance System** – Continue to support the ongoing development of the finance system and reporting tools ensuring it successfully meets all Adara needs. Work with the Group COO on the integration of the finance system with the CRM application.

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- **Reporting**
 - Assist with the communication of timely and accurate information to relevant stakeholders.
 - Prepare monthly, quarterly, six-monthly and annual financial reporting for relevant stakeholders, including the BIZ CEO, DEV CEO, Directors, Trustees and donors.
 - Manage the preparation of annual financial statements for all entities.
 - Analyse and provide commentary for financial/management reports.
 - **Controls & Procedures** – Support the development and maintenance of the policies and procedures for use both within the team in Australia and for overseas offices. Ensure maintenance of appropriate internal controls and financial procedures worldwide.
- 2. Compliance - Monitoring compliance with all relevant financial regulations in each jurisdiction**
- Co-ordinate annual audits.
 - Assist in monitoring and ensuring compliance with internal and external financial management and regulatory requirements.
 - Assist with the financial compliance with all relevant regulations in each jurisdiction – Australia, USA, Bermuda, Uganda, Nepal and the UK.
 - Assist with the review and filing of statutory returns as required, including BAS, FBT, Income Tax, and those required for UK, USA and Bermuda based regulators.
 - Remain up to date on nonprofit accounting best practices, policies and procedures and all relevant legislations in relevant jurisdictions.
- 3. Management of GSO finance team members**
- Manage accounting staff in Australia and support the Ugandan, Nepali and USA finance officers.
 - Share knowledge and where relevant coach other team members.
 - Assist with the recruitment, retention, development and performance management of finance staff in Sydney and around the world.

COMPETENCIES (INCLUDING QUALIFICATIONS AND EXPERIENCE)

Essential Criteria

- Degree in Accounting
- CA/CPA qualified
- 5 years + post qualification experience
- Experience managing a small team
- Experience in financial reporting, budgeting, cash flow modelling, audit, tax and compliance obligations accounting
- Ability to analyse and communicate financial information
- Ability to take initiative, research and resolve issues
- Ability to delegate appropriately, and to coach and mentor finance staff
- Ability to liaise at an executive level and to work under pressure
- Ability to work cross-culturally
- Calm and mature demeanour with an ability to manage shifting and competing priorities and tight deadlines
- Excellent interpersonal and communication skills

Desirable Experience

- Experience working in the NFP sector
- Experience working in the corporate sector
- International development experience including working with international teams

KEY CONTACTS

- **Internal Contacts**
 - Staff and volunteers within the Adara Group at all levels
- **External Contacts**
 - External auditors
 - Government officials
 - Customers and suppliers
 - Financial institutions and banks
 - Tax advisors
 - Partner organisations

LOCATION

Adara is completely focused on the wellbeing and safety of our teams around the world at this time of COVID-19. All our team members can work flexibly from home as well as from a physical office space. All our team are fully equipped to work productively and safely from their homes. As long as it is COVID-19 safe, the candidate will be expected to work from our physical office space 2-3 days a week.

The Adara Group is a child safe organisation

THE ADARA GROUP

OUR CULTURE AND VALUES

WE, THE ADARA FAMILY, UPHOLD THESE VALUES AT ALL TIMES...

COMPASSION

- Our reason to be is to provide support to vulnerable women, children and their communities living in extreme poverty
- We believe everyone has a right to health and education services no matter where they live

TEAMWORK

- We work as a team, and we support each other
- We are open, honest and kind
- Failure and mistakes are OK – this is how we learn and grow
- We make Adara a happy and productive place to work

MUTUAL RESPECT

- We listen to other people's point of view
- We celebrate and promote diversity
- We abhor discrimination in any form

INTEGRITY AND EXCELLENCE

- We act with deep respect, integrity and humility
- We strive to be fair to everyone on the team
- We work to a standard of excellence

PASSION

- We work hard
- We laugh and we have fun
- We are optimistic and positive
- We don't count hours: we measure outcomes

UNCONVENTIONALITY

- We think outside the box
- We are not afraid to be different