

Position Description: Finance Officer

Location: Marist Centre Brisbane, Ashgrove
Status: 0.8 FTE - 1.0 FTE (negotiable)
Reports to: Business Manager
Duration: 3 year contract
Start date: Immediate Start

Australian Marist Solidarity

Australian Marist Solidarity (AMS) envisions a world where young people have hope and the opportunity to access education. AMS believes that education is the best catalyst for positive change and partners with communities in the Asia-Pacific region to facilitate access to education for young people in need. AMS' vision is a world where young people have hope and the opportunity to access education.

AMS is an international development agency founded by the Marist Brothers Province of Australia and is a vehicle for expressing the solidarity of Marist Schools and the broader Marist community in Australia with our neighbours. AMS works through partnership with local communities in 18 countries across Asia and the Pacific to help young people reach their brightest potential.

About the Role

The Finance Officer role is responsible for administering AMS' financial systems and ensuring accurate recording, tracking and reporting of AMS' financial operations, including processing of accounts payable, recording donations, issuing receipts, making payments, reconciling bank accounts and preparation of month-end and year-end accounts. The role is responsible for ensuring sound internal controls are maintained and providing effective financial reporting to AMS stakeholders.

This is a hands-on role and would suit someone who enjoys working proactively and systematically, with high attention to detail and strong communication skills.

The position reports to the AMS Business Manager, but will also provide support to other members of the team, including CEO, Projects Coordinator, Fundraising Manager and Communications Manager, as well as reporting to the AMS Board's Finance, Audit and Risk Sub Committee.

Selection Criteria

Essential Qualifications, Skills and Experience

- 5 years' experience working in a similar or related role, preferably with a small to medium company or charity
- Experience and competence using MYOB, with accurate data entry and processing skills
- Strong understanding of accounting principles, general ledgers and financial reporting
- Strong written and oral communication skills
- Advanced computer skills and comfort working in a digital environment, including the Microsoft office suite, especially Microsoft Excel
- A passion for making a contribution to the world and those who are less fortunate

Desirable Skills and Experience

- Certificate IV Bookkeeping or accounting related certificate or degree
- Experience of using eTapastry CRM system (the donation software)
- Familiarity/experience of the Australian Taxation Office guidelines, in particular to GST.

Key competencies

- An understanding of and commitment to working within the catholic ethos and in the spirit of the Marist charism
- Excellent organisation, time management and multi-tasking skills
- Demonstrated high level of attention to detail, quality and accuracy
- Ability to act confidentially and with integrity and discretion
- Ability to learn quickly, exercise initiative and work to deadlines
- Demonstrated ability to work well both independently and collaboratively in a multi-disciplinary team

Key Responsibilities and Accountabilities

Donation Management

1. Processing of donations in the donation software
2. Issuing donor receipts in a timely manner
3. Preparation of the annual receipts for regular givers
4. Timely response to donor queries and requests

Recording and Reporting

1. Ensure all financial transactions are recorded in MYOB
2. Processing of accounts payable in MYOB, in line with AMS policies and procedures
3. Preparation of international money transfers (IMTs) to project partners
4. Reconciliation of bank accounts and credit cards
5. Monitoring of investment portfolio and entering of data into MYOB
6. Monthly reporting including actual income and expenditure versus budget and cashflow analysis
7. Quarterly reporting for Finance, Audit and Risk Committee and Board
8. Preparation of year-end accounts, liaising with the external auditor and ensuring audit papers are prepared on time
9. Assist Business Manager with grant financial acquittals and other duties as required

Budgeting & Forecasting

1. Developing the annual budget with the CEO, Business Manager and other team members
2. Input of the budget into MYOB
3. Quarterly re-forecast for CEO, Finance, Audit and Risk Committee and Board

Compliance

1. Ensure AMS policies and procedures and internal financial controls are adhered to
2. Ensure all documentation is filed and maintained efficiently
3. Preparation of quarterly BAS and annual GST returns

Benefits

- Five weeks annual leave (pro-rata for part-time)
- Ability to access flexible working arrangements and work life balance
- Access to attractive salary sacrificing arrangements

Other Requirements

Australian Marist Solidarity has zero tolerance of abuse of those who are vulnerable and a strong commitment to their safeguarding.

Prior to commencing with AMS you will be required to undertake a National Criminal History Check and hold or be willing to obtain a Working with Children Check (Blue Card). Please also be advised that COVID-19 vaccination is compulsory at Marist Centre Brisbane, which sits on the site of a school.

The successful candidate may be required to occasionally travel domestically.

Application

If you're motivated to support education opportunities for young people within developing communities, please apply by providing **your resume along with a cover letter**.