

POSITION DESCRIPTION

Position title:	Finance and Administration Assistant
Department:	Operations
Location:	Sydney, NSW (minimum 1 day per week in office)
Reports to:	Chief Operating Officer
Direct reports:	Nil
Employment status:	Fixed Term, Part time (3 days per week)
Safeguarding Risk Assessment	
Children:	Low
Vulnerable Adults (PSEAH):	Low

Operations Team

The Operations Team exists to enable the organisation to deliver on its whole-of-organisation strategy by providing trusted, effective and efficient business services. The Team supports mission delivery by ensuring that core business-as-usual (BAU) functions are compliant, integrated, efficient and continuously improving, while also driving strategic initiatives that strengthen organisational capability over time. The Operations Team has responsibility across Finance, Human Resources, Administration, Facilities Management, Information Technology, Compliance, Governance, Reporting and Risk Management. The Team works closely with leaders, staff and external partners to provide expert advice, practical support and fit-for-purpose systems.

Purpose of the Position

The Finance and Administration Assistant provides administrative and transactional support across finance and office operations. The role supports the Accountant (Grants & Financial) with accounts payable, reconciliations and financial administration, and the Operations Manager with office management, facilities coordination and general administrative support. The role will also provide ad-hoc support to the Leadership Team.

The role contributes to the smooth day-to-day running of the organisation by ensuring accurate financial processing, effective administrative support and a well-maintained, welcoming office environment.

Key Accountabilities

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Finance Support	<ul style="list-style-type: none"> • Download and save weekly BPAY transaction records and bank deposit reports for the Fundraising Team. • Monitor the finance inbox for accounts payable invoices and distribute for approval. • Enter approved AP invoices into Greentree (GT) and retain all supporting documentation. • Prepare and process local supplier payments, including EFT batch payments and BPAY. • Prepare and process international accounts payable payments via StoneX, including manual payment batch processing in GT. • Issue GT-generated payment remittances to suppliers and distribute StoneX payment confirmations. • Download and process business credit card statements and individual staff transactions. • Reconcile quarterly Kent Street Property expenditure reports and prepare AR invoices for co-owners. • Assist with bank reconciliations, including donation and fundraising accounts. • Assist with collating financial records for internal and external audits.
Administrative and Office Support	<ul style="list-style-type: none"> • Assist with maintaining office supplies, stationery and amenities for the Sydney office. • Support organisation and storage of organisational files and records. • Maintain a tidy, welcoming and professional office environment, including meeting rooms, kitchen and storage areas. • Assist the Operations Manager with office improvements and updates. • Coordinate with building management and service providers for maintenance and repairs. • Provide travel and accommodation support for the CEO, Leadership Team and Directors. • Provide general administrative support and undertake other ad hoc tasks as required.
Team Contribution	<ul style="list-style-type: none"> • Work collaboratively with the Operations Team and broader organisation. • Demonstrate initiative, accountability and a service-oriented approach.

	<ul style="list-style-type: none">• Act consistently with Act for Peace values and organisational culture.
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Skills, Qualifications and Experience

Essential

- Experience in an administrative, finance support or accounts payable role
- High level of accuracy and attention to detail
- Experience using accounting or ERP systems (e.g. Greentree)
- Proficiency in Microsoft Office, particularly Excel and Outlook
- Strong organisational and time-management skills
- Strong communication skills and ability to work collaboratively
- Eligibility to work in Australia
- Ability to work at least one day per week from the Sydney office
- Commitment to the values, policies and codes of conduct of Act for Peace

Key Stakeholders and Relationships

Internal: Operations Manager, Accountant (Grants & Financial), COO, Leadership Team, Fundraising and Partnerships staff

External: Suppliers, service providers, building management, banks and payment providers.

Safeguarding Requirements and Responsibilities

Act for Peace takes the prevention of fraud, sexual misconduct and harassment, and the protection of children and vulnerable adults seriously. Employment is conditional upon the outcome of relevant background checks. Strict adherence to the Code of Conduct, Child Safeguarding Policy, PSEAH Policy and related organisational policies is mandatory.

Work, Health and Safety Responsibilities

Cooperate with all work health and safety policies and procedures of the organisation and take reasonable care that your actions or omissions do not adversely affect the health and safety of colleagues or others.

Act for Peace is an equal opportunities employer. Individuals with lived experience of displacement are encouraged to apply.