



Position Description

March 2026

Position Title	Finance & Administration Officer
Position Type	Full or Part time (at least 0.8 FTE)
Category	
Stream	Sustainable Operations
Location	Remote
Guide	IT Services and Operation Lead
Will this person be a Guide	No

Organisational overview

Animals Australia has earned global reputation as leader in strategic campaigning and advocacy, particularly on the issues of live export, factory farming and compassionate living.

Vision

A world where kindness, compassion and respect extend to all living beings.

Pathway

We illuminate the pathway to a kinder world for all.

Our Approach

Achieving our vision requires a profound shift in humanity's thinking: how humanity perceives itself its purpose, our relationship with each other, animals and the natural world, as well as the individual contribution we can make.

We understand that currently, inherited mindsets are primary influencers of human thinking, attitude and choices that result in separation, discrimination and animal suffering.

As a result, we will seek to:



Ignite an evolution of human thought that will heal the human-animal relationship



Evoke awe, reverence and respect for nature and our fellow species



Inspire and empower humanity to live from our highest potential and noblest instincts



Live our values and vision and embody the change we wish to see in the world

Position purpose and context

Stream

This position is part of the Sustainable Operation Stream. The Stream is responsible for providing structured and coordinated strategic and operational support to the organisation. It includes finance, office management and system support. The Sustainable Operations Stream is responsible for ensuring that adequate financial and administrative systems and processes are implemented and maintained for planning, budgeting, reporting and risk management purposes.

Position purpose

The Finance & Administration Officer is responsible for executing core day-to-day financial processes and maintaining office administration functions, working closely with the Director of Finance & Systems and the IT Services & Operations Lead to ensure continuity of operations.

Key stakeholders

- Animals Australia Board members, team members, and contractors
- External suppliers
- Financial institutions
- Regulatory authorities
- Auditors

Primary responsibilities

Finance & Payroll

- Process accounts payable, including invoices, reimbursements, expense reports and supplier payments
- Process accounts receivable, including direct deposit, cheques and donations
- Assist with timely and accurate month-end processes, including reconciliations and revenue recognition
- Maintain accurate leave records, process salary packaging and superannuation contributions, and assist with payroll processing
- Prepare financial year-end wage reconciliations and support audit preparation as required
- Assist with financial and operational reporting, including the capture of timesheets
- Maintain the asset registry and support banking handling processes

Office Management

- Support Sustainable Operations & People & Culture by ensuring new and current team members have the right equipment and setup (physical and technological) required to perform their role
- Manage office security and ensure the office environment is in working order
- Manage and build relationships with external contractors and suppliers to ensure a high level of service
- Coordinate travel solutions that meet organisational requirements in a seamless and cost-effective manner
- Develop, maintain and embed streamlined office administration processes

Stakeholder Support

- Act as the primary point of contact for day-to-day finance and payroll queries
- Proactively establish and maintain effective working relationships across the organisation
- Undertake ad-hoc administrative and operational support tasks as required

Continuous Improvement

- Identify and support process improvements to enhance efficiency and reduce complexity
- Explore automation opportunities to streamline workflows and enable self-serve capabilities
- Proactively surface risks and operational challenges to the Director of Finance & Systems

Role requirements

Attributes

Values

Demonstrated commitment to the vision, objectives, and values of Animals Australia. Our vision to create a kinder, more compassionate, and respectful world for all living beings is bold and ambitious. To achieve this vision, we need to inspire changed thinking about our relationship with animals on a global scale. It takes a learning mindset, courage, and resilience, and a willingness to embrace uncertainty to truly be creative and innovative.

Technical capabilities

- Sound knowledge of financial accounting principles, including accounts payable, accounts receivable, payroll processing, and month-end processes
- Proficiency in Microsoft Office Suite, with intermediate to advanced Excel skills
- Experience working with payroll and accounting software (e.g. Xero, MYOB, or similar)
- An eye for detail to ensure data accuracy and integrity across all financial records
- Ability to quickly learn and implement new systems and technologies

Communication and relationship capabilities

- Well-developed interpersonal and communication skills with the ability to build and maintain effective relationships with internal and relevant external stakeholders
- Ability to collaborate effectively with colleagues across the organisation to support the delivery of financial and administrative outcomes
- Ability to communicate financial information clearly and accessibly to non-finance audiences
- Proven ability to handle confidential information and sensitive matters with discretion and professionalism

Problem solving capabilities

- Applies sound judgement to identify issues early and take appropriate action with limited direction
- Solution-focused approach to resolving operational challenges, with a commitment to continuous improvement
- Able to analyse and interpret financial data to identify discrepancies and recommend corrective actions
- Proactively surfaces risks and potential blockers to the relevant stakeholder before they escalate

Flexible and adaptable

- Proven ability to thrive in a fluid and dynamic environment working both autonomously and collaboratively
- Pragmatic. Reasonable. Openminded – with a willingness to challenge your own thinking – to get the best outcomes for animals.

Self-motivated, well organised and efficient

- Self-driven, with the initiative to identify and progress opportunities.
- Proven ability to deliver outcomes with a high degree of autonomy.
- Excellent time management, organisational and planning skills to effectively balance competing priorities – successfully delivering high quality results on time and at short notice.

Desirable

- Experience working in a similar environment (e.g. NFP / For purpose, animal protection, advocacy etc.)
- Certificate IV in Bookkeeping, Accounting or a related discipline (or equivalent demonstrated experience)

Values Framework

Values

The way we work is as important as what we do. The Values Framework outlines the personal qualities and behaviours required to work effectively at Animals Australia.

Animals Australia values:



Integrity

We are considerate and act honestly and ethically at all times



Compassion

We seek to alleviate suffering by inspiring and modelling conscious, kind actions and choices



Courage

We willingly embrace challenges and seek opportunities to expose and address cruelty and injustice



Innovation

We explore and create dynamic new approaches and strategies to bring about change



Inclusivity

We understand that a kinder future depends on diverse and inclusive collaboration



Commitment

We are relentless, dedicated, agile and resourceful

Other relevant information

Animals Australia supports a work/life balance and encourages flexible work arrangements.

Agreement and acceptance

Individual name	
Individual signature	
Date	
Guide name	
Guide signature	
Date	x

If you have any questions or for further information, please get in touch with People & Culture by emailing: people@AnimalsAustralia.org