



Job Description – Finance and Administration Officer

Position title: Finance and Administration Officer

Location: Melbourne Office CBD with Hybrid negotiable

Duration: 1 Year Fixed term Contract

Reporting to: Finance Manager

Experience: minimum 7 years or an equivalent combination of education, training and experience.

Work arrangement: Full time 37.5 hours per week.

Salary level: Officer Band 2.5 \$71 – 75 000 excluding superannuation and full salary packaging entitlement

[Live & Learn](#) is a network of locally registered organisations across Asia and the Pacific. We mobilise and build partnerships to support the communities we work with to move towards a fairer, more resilient and nature-positive future. Our vision is for a sustainable and equitable world free from poverty. At the foundation of our work is a commitment to participatory approaches, local leadership, inclusivity, Indigenous knowledge, and the safeguarding of local communities' rights. We value courage, innovation, trust and diversity in our collaboration with colleagues and partners. Our Network Support Office (NSO), based in Melbourne, provides operational, technical and fundraising -support to country office teams across the Pacific and South-East Asia.

Live & Learn Environmental Education (LLEE) is an international not-for-profit organisation working across the Asia-Pacific region to empower communities to address environmental and development challenges. Through partnerships, education, capacity building and locally led approaches, LLEE supports sustainable livelihoods, climate resilience, environmental stewardship and community wellbeing.

Operating across multiple countries, LLEE manages a diverse portfolio of donor-funded programs and projects. Strong financial management, accountability and administrative systems are critical to ensuring resources are managed responsibly and effectively in support of our mission.

About the Finance and Administration/Operations Team

The Finance and Administration Team provides the financial systems, processes and operational support that enable the organisation to deliver its strategic objectives and program outcomes.

The team works collaboratively with staff across Australia and country offices to ensure financial transactions are processed accurately, compliance obligations are met, organisational records are maintained, and managers have access to reliable information to support decision-making.

Role Purpose

The Finance and Administration Officer provides professional financial administration and operational support to Live & Learn Environmental Education.

The Finance and Administration Officer provides accurate and timely financial processing and administrative support to the Finance Team. The role is responsible for processing financial transactions in MYOB, maintaining accurate accounting records, preparing bank and general ledger reconciliations, and supporting month-end and year-end finance activities. The position also provides administrative support to staff and country offices while ensuring compliance with organisational policies, donor requirements, and internal financial controls.

Key Areas of Responsibility

Financial Processing and Administration

- Process supplier invoices, staff reimbursements, country office transactions, journals, and other financial documentation in MYOB.
- Ensure all financial transactions are accurately coded to the appropriate general ledger accounts, projects, and funding sources.
- Maintain complete, accurate, and up-to-date financial records and supporting documentation.
- Record office operational expenses and allocate shared costs to the appropriate cost centres or projects.
- Assist with month-end and year-end financial processing by preparing reconciliations and supporting schedules.
- Maintain finance filing systems to ensure documentation is complete and readily available for audit purposes.

Bank Reconciliations and General Ledger

- Prepare monthly bank reconciliations, including multicurrency bank accounts.
- Reconcile payroll, salary, and other balance sheet accounts.
- Monitor financial transactions to identify discrepancies and ensure timely resolution.
- Assist in maintaining the accuracy and integrity of the general ledger.

Financial Administration

- Monitor outstanding invoices and supporting documentation to assist the Accountant with payment processing.
- Respond to routine finance enquiries from staff and country offices.
- Maintain supplier, customer, and financial records within MYOB.
- Maintain accurate project and funding records.

Compliance and Audit Support

- Ensure financial records comply with organisational policies, donor requirements, accounting standards, and internal controls.
- Maintain appropriate audit trails and supporting documentation for all financial transactions.
- Assist with the preparation of information and documentation for internal and external audits.
- Support compliance with organisational financial procedures and reporting requirements.

Administrative Support

- Provide administrative support to the Finance Team and country offices.
- Maintain finance records, filing systems, and documentation.
- Assist with the preparation of finance correspondence and documentation as required.
- Undertake other finance and administrative duties consistent with the responsibilities of the position.

Systems and Continuous Improvement

- Contribute to the continuous improvement of finance processes and administrative systems.
- Assist in maintaining the integrity and quality of financial data.
- Support the implementation of new systems, procedures, and process improvements.
- Identify opportunities to improve efficiency, accuracy, and service delivery within the Finance Team.

Core Capability Requirements

The following capabilities are considered critical to success in this role and are generally expected at a Foundational to Intermediate level.

- Represents the organisation in an honest, ethical and professional manner.
- Demonstrates initiative and accountability for own work.
- Responds positively to feedback and adapts to changing priorities.
- Treats all people with dignity and respect.
- Contributes to a safe, supportive and inclusive workplace.
- Communicates clearly, professionally and respectfully.
- Builds productive working relationships across teams and locations.
- Provides responsive and professional support to internal and external stakeholders.
- Completes work accurately and within agreed timeframes.
- Organises work effectively and manages competing priorities.
- Understands how own work contributes to organisational objectives.
- Takes responsibility for actions and outcomes.
- Maintains a strong commitment to financial probity and compliance.
- Identifies issues and investigates underlying causes.
- Applies sound judgement to routine financial and administrative matters.

Health, Safety, Security and Risk Management

- Be a role model for workplace health, safety and wellbeing by complying with all organisational safety requirements, procedures and training.
- Act in a safe manner at all times and contribute to a physically and psychologically safe workplace.

Person Specification Essential

- Certificate IV in Accounting and Bookkeeping, Diploma in Accounting, or equivalent qualification and/or experience.
- Minimum three years' experience in bookkeeping, finance & administration support or a similar role.
- Experience using MYOB or similar accounting software.
- Intermediate Microsoft Excel and Microsoft Office skills.
- Sound understanding of accounting principles and financial record management.
- Strong organisational skills and ability to manage competing priorities.
- High level of accuracy and attention to detail.
- Strong interpersonal and communication skills.
- Ability to work collaboratively within a diverse team environment.
- Commitment to confidentiality, professionalism and ethical conduct.

Desirable

- Experience working within a not-for-profit, charity or international development organisation.
- Knowledge of Australian payroll, BAS, PAYG, superannuation and ATO requirements.
- Experience supporting donor-funded projects and financial acquittals.
- Experience with multi-currency transactions and international payments.
- Experience supporting internal and external audits.

Qualifications Essential

- Certificate IV in Accounting and Bookkeeping, Diploma in Accounting, or equivalent qualification and/or demonstrated experience.

Desirable

- Relevant tertiary qualifications in Accounting, Finance, Business Administration or a related discipline.

Other Important Information

- Live & Learn Environmental Education is committed to creating a safe, respectful, inclusive and supportive workplace for all employees, volunteers, contractors and visitors.
- Employees are required to comply with all organisational policies, procedures, codes of conduct and governance requirements as varied from time to time.
- Employees must act in accordance with all financial delegations, internal controls and accountability requirements.
- LLEE is committed to safeguarding children and vulnerable people and expects all employees to support and uphold these commitments.
- Employees are expected to support the organisation's commitment to environmental sustainability, diversity, equity and inclusion.
- National Criminal Record Check required. World Screening Check Required.