

JOB DESCRIPTION

Position Title:	FINANCE ADMINISTRATOR (Permanent Part-Time)
Location:	Shenton Park, WA
Days/Hours:	21 hours per week (3 days)
Salary:	To be negotiated
Reports To:	Chief Executive Officer and the Audit and Financial Risk Committee of the Board

Initial Probation Period: 3 months

About Australian Doctors for Africa (ADFA)

Established in 2005 by Dr Graham Forward, Australian Doctors for Africa (ADFA) is a medical humanitarian organisation providing medical care, education and training, hospital equipment and health infrastructure support to vulnerable communities in Africa, with a focus on Ethiopia, Somaliland, Madagascar and Zimbabwe.

ADFA works in partnership with local health professionals, hospitals and other stakeholders to strengthen access to quality medical treatment and contribute to sustainable improvements in healthcare delivery.

Position Purpose

The Finance Administrator is responsible for the effective day-to-day financial administration, bookkeeping, financial reporting and associated compliance requirements of ADFA.

The position supports sound financial management and accountability across ADFA's Australian operations, overseas programs, grants and projects.

The Finance Administrator reports directly to the CEO and works collaboratively with ADFA operational team, Board and relevant committees.

Key Responsibilities

1. Financial Administration and Bookkeeping

- Maintain accurate financial records in MYOB, including accounts payable, accounts receivable, receipting and bank reconciliations.
- Process invoices and obtain appropriate approvals in accordance with ADFA's financial delegations.
- Prepare and process domestic and international payments.
- Manage foreign currency requirements and associated records.
- Process payroll, including Single Touch Payroll requirements.
- Prepare and lodge quarterly BAS.
- Maintain and reconcile cash-on-hand accounts.
- Acquit and reconcile payments made to international partners TSC and DAN
- Monthly Credit Card reconciliation
- Maintain Fixed term deposits
- Maintain appropriate financial records and supporting documentation in accordance with ADFA policies and statutory requirements.
- Assist with insurance renewals and claims.

2. Budgeting and Financial Reporting

- Prepare monthly financial reports for the CEO and Board, including Profit & Loss, Balance Sheet, and Budget vs Actual reports with variance analysis
- Assist the CEO with the development, monitoring and review of ADFA's annual budget.
- Monitor expenditure against approved organisational, program and project budgets.
- Prepare financial statements
- Prepare monthly reconciliations for the Voluntary Finance Adviser
- Liaise with the external Auditor and assist with preparation of the financial information required for ADFA's Annual Report.
- Maintain financial records and reconciliations relating to fundraising events and other activities.

3. Compliance and Statutory Reporting

- Coordinate and assist with the ACNC Annual Information Statement and ACNC self-assessments and compliance requirements.
- Assist with the ATO DGR Annual Review and Income Tax Exempt Charities Worksheet.
- Prepare and maintain information required for DFAT Recognised Development Expenditure (RDE) reporting.
- Assist with DFAT and Australian Aid program financial reporting.
- Prepare donor financial reporting and other statutory, regulatory and organisational financial reporting as required.

4. Grants, Funding and Project Financial Management

- Maintain financial oversight of grants, overseas programs and infrastructure projects.
- Monitor project expenditure against approved budgets and funding agreements.
- Review and process project expenditure in accordance with Board-approved financial delegations.
- Maintain appropriate supporting documentation and financial records for project expenditure.
- Prepare financial acquittals and supporting documentation for grants and funding agreements.
- Assist with preparation of funding submissions where required.
- Manage financial reporting requirements associated with specific donors and funding partners.
- Support the financial administration of construction and infrastructure projects.
- Manage the BNI account in Madagascar and other overseas financial arrangements as required.

5. Valuation of Donated Medical Equipment and Volunteer Contributions

- Prepare valuations and retain appropriate supporting evidence in accordance with ADFA policy and applicable DFAT requirements.
- Maintain records required for RDE and other organisational reporting.

6. Overseas Program and Trip Reconciliations

- Reconcile cash advances and expenditure following overseas medical and program visits.
- Review and file receipts and other supporting financial documentation.
- Complete financial reconciliation and administrative close-out requirements following each trip.
- Provide relevant financial and statistical information for organisational and Annual Report reporting.

7. General Administration and Organisational Support

- Maintain well-organised electronic and hard-copy financial records.
- Assist with preparation of financial and organisational content for the Annual Report.
- Provide financial and statistical support to the CEO and ADFA operational team.
- Undertake other reasonable duties consistent with the position and required for the effective operation of ADFA.

Selection Criteria

Essential

- Relevant qualifications in bookkeeping, accounting, finance or related discipline.
- Minimum five years' relevant bookkeeping or financial administration experience.
- Demonstrated experience using MYOB or comparable accounting software, with the ability to quickly become proficient in MYOB.
- Demonstrated experience with accounts payable and receivable, bank reconciliations, payroll and BAS preparation.
- Experience preparing budgets, financial reports and financial reconciliations.
- High level of accuracy, attention to detail and financial record-keeping skills.
- Strong computer skills, particularly Microsoft Excel, Word and database systems.
- Excellent written communication skills, including experience preparing reports, submissions and/or financial acquittals.
- Strong organisational and time-management skills with demonstrated ability to manage competing priorities and deadlines.
- Ability to work independently while contributing effectively as part of a small team.
- Demonstrated ability to work professionally with a diverse range of stakeholders, including Board members, funding bodies, government agencies, auditors, donors and overseas partners.
- Demonstrated commitment to confidentiality, integrity and sound financial management.
- Legal entitlement to live and work permanently in Australia.

Desirable

- Previous experience working within an NGO, charity or not-for-profit organisation.
- Knowledge of ACNC, ATO/DGR and Australian charity regulatory requirements.
- Experience with DFAT or other government-funded international development programs.
- Experience preparing grant applications, donor financial reports and acquittals.
- Experience managing financial reporting for international programs and/or infrastructure projects.
- An understanding of, and commitment to, international medical humanitarian and development programs consistent with ADFA's work.

Employment Requirements

The successful applicant will be required to provide a current National Police Clearance.

Approved by: Chief Executive Officer

Last reviewed: August 2026