

POSITION DESCRIPTION

Position Title	Finance Business Partner
Time commitment	Full Time, Permanent
Classification	SCHADS 5
Location	Level 4, 333 Queen St, Melbourne. Hybrid work from home/office
ABOUT THE ORGANISATION	
<p>IWDA is an Australian-based organisation, resourcing diverse women's rights organisations, primarily in Asia and the Pacific, and contributing to global feminist movements to advance our vision of gender equality for all.</p> <p>OUR VISION: Gender equality for all OUR PURPOSE: To defend and advance the rights of diverse women and girls VALUES: Feminist, Accountable, Collaborative, Transformative</p> <p>OUR GOALS 2020-2023</p> <ol style="list-style-type: none"> 1. Resource and contribute to resilient and vibrant feminist movements, primarily in the areas of power, leadership and civic space; freedom from violence; and gendered climate justice 2. Promote systemic change towards gender equality for all 3. Build a resilient and relevant feminist organisation <p>IWDA works in partnership with gender equality focused organisations in Asia and the Pacific; with international women's movement coalitions; and with government and academic institutions in Australia to address the practical and structural barriers to gender equality. IWDA's partnership work seeks to achieve transformational systemic change in order to realise our vision of gender equality for all.</p> <p>As part of this contribution, we take actions to decolonise our approach to feminism and development. We want to become the best we can be in the world at north-south partnerships. This means we seek to understand and leverage our locational power so that we know when to:</p> <p style="padding-left: 40px;">STEP UP and use our power to leverage resources and access for women's rights organisations, and make our own contribution to feminist movements STAND WITH feminist movements in solidarity and amplify the work of global south actors STEP BACK when others are better placed to take the lead.</p> <p><i>International Women's Development Agency (IWDA) has an Equal Opportunity exemption (H69/2022) and requests applications from women (including trans women) only.</i></p> <p><i>IWDA welcomes people with different skills and life experiences, and encourages women from culturally and linguistically diverse backgrounds, women with disabilities and First Nations women to apply. Preference will be given to applicants who have experience in, or strong community ties to, one of the countries in which IWDA supports partners, especially within the PNG and / or the Pacific</i></p> <p><i>Any offer of employment will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct. All applicants must be legally entitled to live and work in Australia.</i></p>	

POSITION SUMMARY

As a member of the Finance team, this role reports to the Lead Finance Business Partner. The position provides planning, budgeting, forecasting, accounting and compliance services to IWDA in accordance with professional accounting standards and contract terms.

This role contributes to the financial management and compliance of identified grant projects / programs. It also provides technical guidance and capacity development to support the delivery of IWDA's work internationally and the success of IWDA's partners. This role provides ongoing analysis of the business to support further planning and decisions on projects. The incumbent will liaise and support managers with budget setting and adherence to budget and will produce analyses and reporting for decision making purposes. This role also contributes to the ongoing improvement and delivery of organisational financial management and systems as required. Grants management and reporting is a key focus of the role along with ensuring system and data integrity. Critical to the role is deadline management and a high level of autonomy.

In this role, the incumbent will be a go-to person for all finance related matters across the portfolio of programs.

KEY RELATIONSHIPS

Reports to: Lead Finance Business Partner

Manages: None

Internal: Finance Team, Other internal teams, Leadership, Staff, volunteers

External: Program partners, external auditors, bank officials, consultants, foreign exchange providers, Vendors and suppliers

KEY RESPONSIBILITIES

Accounting, Reporting and Analysis

- Build collaborative relationships with, and provide financial support to program teams throughout the lifecycle of grant funded projects
- Review and prepare funds acquittals and reconciliations of partner acquittals for grants, coordinating with the program team
- Support program staff in preparation of financial reports for grants
- Prepare and review pricing and budgets for new proposals and grants
- Review and approve grant related contracts, including Funding Orders
- Ensure data quality through discussions with budget holders and knowledge of the grant contracts
- Review and approve international payments, as required
- Develop and maintain updates of FX rates for budgeting
- Provide support in the preparation of month end journals for projects
- Provide analysis on variances to various stakeholders for decision making within set organisational deadlines
- Develop and distribute new reporting templates, spot checking tools and dashboards
- Provide support in the preparation of the month end and end of financial year accounts, for the wider organisation, as required
- Contribute to and support the development of annual budgets and reforecast for projects and the wider organisation
- Contribute to the development of Finance and IWDA policies and procedures and ensure organisational compliance, as required
- Provide back up and support within the finance team as may be required from time to time

Cross-team Collaboration

- Work collaboratively with partnerships team members, including program coordinators, managers and senior program managers to support the management of grant funded budgets
- Contribute to the maintenance of business processes to ensure efficient and effective project finance functions and cross team collaboration

Compliance

- Ensure compliance, such as with ACFID requirements, DFAT policies, and contract obligations
- Support IWDA audit, project audits and partner spot checking/financial monitoring

Risk Management

- Monitor and advise on foreign exchange gains / losses on projects
- Ensure Finance processes are consistently applied and followed in all areas to detect / prevent fraud and improve operational efficiency
- Contribute to the identification and analysis of risk and contribute to solutions and monitoring to improve Partner systems, compliance and financial capacity

Actively contribute to and participate in the organisational activities of the Finance Team and broader IWDA team

- Deliver Finance training to build capacity and upskill IWDA staff and as required, partners
- Contribute to Monitoring, Evaluation and Learning (MEL) processes
- Fulfil other tasks as required and directed by the Lead Finance Business Partner/CFO
- Contribute to IWDA's efforts to become more just, equitable, diverse and inclusive by actively participating in the initiatives articulated in IWDA's River of Change

SELECTION CRITERIA

Technical Experience	Behavioural Competencies
1. Tertiary qualification in accounting or related discipline. CA/ CPA preferred	<ul style="list-style-type: none"> • Valuing Diversity • Empowerment

<ol style="list-style-type: none"> 2. Relevant experience in the not-for-profit sector 3. Relevant experience in budget planning, monitoring and reporting for Grants 4. Advanced Microsoft Excel skills 5. Demonstrated conceptual and analytical skills 6. Demonstrated negotiation and communication skills (including reporting and presenting) 7. Demonstrated attention to detail and accuracy in relation to financial management and compliance 8. Knowledge of a range of financial information management systems, preferably NetSuite, MYOB and QuickBooks 9. Demonstrated experience managing complex and conflicting priorities and multiple stakeholders 10. Experience working with multi-country and multi-currency budgets 	<ul style="list-style-type: none"> • Managing Work & Quality • Acting with Transparency • Building Trusting Relationships • Collaborating for success • Learning, Improving & Adapting • Judgement & Decision Making
<p>GENERAL CONDITIONS</p>	
<p>All IWDA staff and volunteers are required to:</p> <ul style="list-style-type: none"> • Support and demonstrate IWDA's Values and Behavioural Competencies • Act at all times in accordance with IWDA's Code of Conduct and Policies • Act at all times in accordance with IWDA's Child Protection Policy and Code of Conduct • Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices • Undertake police check prior to commencement and every two years thereafter 	
<p>TRAVEL REQUIREMENTS</p>	
<p>The Finance Business Partner will be required to undertake travel to provide necessary capability development and financial monitoring with partners. Travel to remote locations is a requirement of the role and staff should be confident and fit to travel to these locations.</p>	