

POSITION DESCRIPTION

Position Title	Finance Officer
Time commitment	Part Time (0.8 FTE)
Classification	SCHADS 3
Location	Melbourne based: hybrid work from home/office as per COVID restrictions

ABOUT THE ORGANISATION

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.

VISION: Gender equality for all

PURPOSE: To defend and advance the rights of diverse women and girls

VALUES: Feminist, Accountable, Collaborative, Transformative

OUR GOALS 2020-2023:

1. Resource and contribute to a resilient and vibrant feminist movement
2. Promote systemic change towards gender equality for all
3. Build a resilient and relevant feminist organisation

We resource the work of diverse women's rights organisations, enable them to be more effective by providing support that goes beyond money, and we make our own contributions to feminist movements through advocacy, knowledge creation and translation.

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:

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.

Our Strategic Plan outlines a third way between the models of women's funds and international development NGOs. It was developed during 2020, a year of significant, unpredictable global change, with many unknown consequences for funding flows.

Ensuring that IWDA is financially resilient with a diverse income base is a core objective of the Strategic Plan. Our Income Plan outlines how we will achieve this objective, whilst navigating a constantly shifting social and economic landscape, and in alignment with the other strategic objectives we have set to achieve gender equality for all.

International Women's Development Agency (IWDA) has an EO exemption (H69/2022) and requests applications from people who identify as women only (including trans women).

*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***

POSITION SUMMARY

As a member of the Finance team, this role reports to the Corporate Finance Manager and focuses on delivering core corporate finance functions. Key aspects of the role include Accounts Payable, Accounts Receivable, reconciliations, month end journals and reporting. Working closely with other members of the Finance team, the Finance Officer will provide essential support to the organisation across finance and administration. This role will be the primary contact for all travel related finance processes. Additionally, this role will support the preparation of acquittals by partner organisations and help build partner financial capacity.

KEY RELATIONSHIPS

Reports to: Corporate Finance Manager

Internal: Finance Team, Other internal teams and volunteers as required

External: Suppliers

KEY RESPONSIBILITIES

Financial Accounting

Accounting of financial transactions promptly and accurately for the following

- Preparation and maintenance of all bank reconciliations and other balance sheet reconciliations as directed by Finance Manager
- Processing of credit card utilisations
- Processing and payment of travel invoices
- Processing of domestic payments and maintenance of accounts payable records
- Processing of invoices, including follow-up for payment and maintenance of accounts receivable
- Set up of international payments
- Support in the preparation of budgets
- Preparation of month end journals and supporting month end close
- Supporting Finance Manager with departmental monthly reporting and variance analysis

Other

- Responsible for management and enforcement of all financial aspects of IWDA's travel process. This includes supporting other staff to complete travel documentation (including cash advances and travel acquittals), spot-checking travel documentation for accuracy and correct approvals and interpretation of the travel policy / procedures when staff require clarification.
- Working with partner organisations as directed by the Lead Finance Business Partner, particularly with quarterly financial acquittal preparation and supporting partners to better use and understand their accounting packages (may include Xero, QuickBooks or MYOB)
- Support the management of the Finance & Accounts email inbox including timely distribution of invoices for processing
- Train new staff in the use of NetSuite system
- Support Finance team with meeting minutes and coordination of work planning documents
- Identify cost savings and efficiencies in systems and processes
- Contribute to continuous improvement of finance procedures manual
- Support the finance team with other tasks as directed

- Contribute to IWDA's efforts to become more anti-racist and inclusive by actively participating in the initiatives articulated in IWDA's River of Change

SELECTION CRITERIA

Technical Experience

1. At least 4 years practical experience in Bookkeeping or Accounting roles
2. Well-developed Microsoft Office skills
3. Experience using an IMS in particular, NetSuite. Xero, QuickBooks and MYOB also advantageous
4. Experience working in a fast paced environment
5. Exceptional organisational skills, attention to detail and proven ability to meet deadlines
6. Demonstrated ability to take initiative and problem solve

Behavioural Competencies

- Valuing Diversity
- Empowerment
- Managing Work & Quality
- Acting with Transparency
- Building Trusting Relationships
- Collaborating for success
- Learning, Improving & Adapting
- Judgement & Decision Making

GENERAL CONDITIONS

All IWDA staff and volunteers are required to:

- 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

TRAVEL REQUIREMENTS

The Finance Officer may be required to undertake travel to provide capability development and financial monitoring with partners. Travel to remote locations is a possibility and staff should be confident and fit to travel to these locations.