

POSITION DESCRIPTION

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| Position Title | Financial Accountant |
| Time commitment | Full-time (1.0 FTE), 6 months fixed-term contract |
| Classification | SCHADS 6 |
| Location | Level 4, 333 Queen St, Melbourne. Hybrid work from home/office |
| ABOUT THE ORGANISATION | |
| <p>IWDA is an Australia 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</p> <p>OUR PURPOSE: To defend and advance the rights of diverse women and girls</p> <p>VALUES: Feminist, Accountable, Collaborative, Transformative</p> <p>STRATEGIC GOALS 2025:</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>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.</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 at the partnerships across the Majority and Minority worlds. This means we seek to understand and leverage our locational power so that we know when to:</p> <p>STEP UP and use our power to leverage resources and access for women's rights organisations, and make our own contribution to feminist movements</p> <p>STAND WITH feminist movements in solidarity and amplify the work of global south actors</p> <p>STEP BACK when others are better placed to take the lead.</p> <p>SIT WITH uncertainty, embrace communal learning and deep listening, and accept that time is needed to collectively discern the best course of action.</p> <p>Our Strategic Plan 2025 outlines a third way between the models of women's funds and international development NGOs.</p> <p><i>International Women's Development Agency (IWDA) has an Equal Opportunity exemption (H69/2022) and requests applications from women only (cis or trans).</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.</i></p> | |

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.

POSITION SUMMARY

Please note – for context: this role will support the finance function while significant strategic changes are underway, which will be led by our Financial Controller. In order to support this work, our current Financial Accountant will work across two roles: part time acting Financial Controller for corporate finance and part time Financial Accountant.

This role will report to the acting Financial Controller for corporate finance and work alongside the part time Financial Accountant and will focus on providing support to the financial accounting services within IWDA. Working closely with other members of the Finance team, the Financial Accountant will provide technical support and guidance to all staff to ensure processes and procedures are effectively socialised and the system is functioning optimally. They will work closely with the Finance Officer and be responsible for oversight of accounts payable, accounts receivable and all month end and year functions. Financial management and reporting are the key focus of the role along with ensuring system and data integrity.

The position provides planning, budgeting, forecasting, accounting and compliance services and supports IWDA's financial accounting in accordance with professional accounting standards. This role provides ongoing analysis of the business to support further planning and decisions for IWDA's sustainability. The role will liaise with and support managers with budget setting and adherence to budget and will produce analysis and reporting for decision making purposes.

The role will also deliver operational plan reporting for the Finance team.

KEY RELATIONSHIPS

Reports to: Acting Financial Controller for corporate finance

Manages: None

Internal: Finance Team, all other internal teams and volunteers as required

External: External auditors, government officials, bank officials, insurers, consultants, foreign exchange providers, vendors and suppliers

KEY RESPONSIBILITIES

1. Financial accounting and reporting

- Responsible for timely month end close, including updating or overseeing financial transactions in the system including periodic entries relating to depreciation, interest, overheads, lease accounting, etc. for IWDA and IWDA Foundation
- Supervise Accounts Receivable and Accounts Payable, including uploading ABA file and approving payments
- Maintain data integrity of General Ledger and prepare monthly Balance Sheet and Bank reconciliations for IWDA and IWDA Foundation, with support of Finance Officer
- Prepare timely and accurate monthly financial reports for all department budget holders
- Lead the monitoring and reporting of IWDA performance against budget, ensuring the quality and integrity of financial reports and analysis, addressing variances and re-forecasting where necessary
- Develop tailored reports for the IWDA Leadership Team and Budget holders, as requested
- Generate reports to support the Finance, Risk and Audit Committee and Investment Committee
- Liaising with fund managers for IWDA Foundation reporting and management
- Work with auditors to deliver the IWDA and IWDA Foundation Annual Financial Statements in accordance with Australian Accounting Standards and ACFID requirements
- Provide detailed analysis to enhance financial management and forecasting, including quarterly cash flow forecasts

- Coordinate budget/reforecast template (including consolidation and upload) and system processes to enhance financial accountability and drive continuous improvement, in consultation with the Financial Controller
- Representing the Finance team on the Travel working group and performing travel acquittals
- Support the organisation's compliance with internal policies, procedures and delegations and the Australian Taxation Office (ATO), Australian Charities and Not-for-profits Commission (ACNC) and Fundraising Institute of Australia (FIA) codes and industry standards
- Contribute to finance policy development and finance manual

2. System development, management and documentation

- Administer and optimise the IWDA Financial Management System (FMS)
- Enhance the ability to extract information from FMS for internal and external stakeholders
- Netsuite inductions for new employees
- Focal point for NetSuite

3. Technical advice and finance support

- Provide technical guidance and advice to support budget holders with budgeting, acquittal and reconciliation processes and budget monitoring to ensure consistent and accurate reporting

4. Actively contribute to and participate in the organisational activities of the Finance Team & 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
- Contribute to Operational Plan reporting for Finance inputs
- Contribute to risk management and assessment processes, including twice annual ERAM reviews and ongoing risk exception reporting
- Contribute to IWDA strategic planning, providing key insights and analysis of future needs and development areas for financial management within IWDA
- Support monitoring and reporting on indicators and milestones in IWDA's Strategic Plan
- Fulfil other tasks as required and directed by the Financial Controller

As with all employees, the role holder will also contribute to IWDA organisational processes as appropriate to their seniority in the organisation. These include: monitoring, evaluation and learning, budgeting, planning and reporting, and organisational culture building, including improving organisational drivers of diversity and inclusion and the continual work towards becoming an anti-racist organisation.

SELECTION CRITERIA

| Technical Experience | Behavioural Capabilities |
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| <ol style="list-style-type: none"> 1. Relevant tertiary qualification in Accounting - CA / CPA 2. Demonstrated experience working with enterprise-wide systems and the use of reporting tools to extract financial data – preferred experience in NetSuite 3. Demonstrated excellent attention to detail and accuracy in relation to budgeting, reporting, financial monitoring and management, and compliance 4. Demonstrated experience working with the Australian Accounting Standards – AASB 5. Highly developed conceptual and analytical skills and proactive approach to problem solving | <ul style="list-style-type: none"> • Self-awareness • Being inclusive & power aware • Practising collective care • Being courageous • Achieving outcomes and progress, not perfection • Being empathetic • Building trusting relationships • Being curious • Learning, unlearning & adapting |

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| <ol style="list-style-type: none"> 6. Demonstrated leadership and facilitation skills and an ability to present complex financial information to general audiences 7. Experience working with multi-country and multi-currency budgets 8. Demonstrated negotiation and communication skills 9. Experience in the delivery of successful financial and compliance capability | |
| GENERAL CONDITIONS | |
| <p>All IWDA staff and volunteers are required to:</p> <ul style="list-style-type: none"> • Support and demonstrate IWDA's Values and Behavioural Capabilities • Act at all times in accordance with IWDA's Code of Conduct and Policies • Act at all times in accordance with IWDA's Safeguarding Code of Conduct and Policies • Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices • Undertake police check prior to commencement and every two years thereafter | |
| TRAVEL REQUIREMENTS | |
| No travel requirements for this role. | |