

## POSITION DESCRIPTION

Position Title	Lead Finance Business Partner
Time Commitment	Full Time (1.0 FTE), permanent
Award Classification	SCHADS 6
Location	Level 4, 333 Queen St, Melbourne. Hybrid WFH and office

### ABOUT THE ORGANISATION

#### WHO ARE WE?

International Women's Development Agency (IWDA) is an Australian-based organisation, resourcing diverse women's rights organisations (WROs) primarily in the 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, Decolonial, Accountable, Collaborative, Transformative

Within the ecosystem of women's rights organisations, IWDA is both for and of feminist movements. We resource the work of diverse WROs, and enable them to be more effective by providing support that goes beyond money. We are committed to building a resilient and relevant feminist and decolonial organisation, and to becoming an explicitly anti-racist organisation.

Anchored by lessons from our 40-year history and guided by fiercely held feminist and decolonial values, our new [Strategic Plan 2025 - 2035](#) lays out IWDA's path towards realising our vision of gender equality for all.

#### OUR GOALS 2025-2035

- Shift resources to Women's Rights and aligned organisations
- Engage in movement strengthening
- Advance feminist & decolonial knowledge for change
- Live our values by modelling a different way of being as a feminist organisation

Our 4S Framework supports our commitment to decoloniality 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 Majority World actors

**STEP BACK** when others are better placed to take the lead.

**SIT WITH** uncertainty, embrace communal learning and deep listening, and accept that time is needed to collectively discern the best course of action.

IWDA's 10-year Strategy commits to expanding our work in Australia, deepening engagement with domestic feminist movements, and responding to urgent calls for feminist climate justice. We recognise our responsibility to act on issues where our locational power as an organisation based in Australia can make a difference – including the climate crisis. Environmental justice and gender equality are inextricably linked – and both are undermined by the same patriarchal, colonial and capitalist systems that exploit the earth and marginalise women, girls and gender-diverse people. Feminist movement actors, including Women's Rights Organisations (WROs) we partner with in Asia and the Pacific, are calling on Minority World actors to step up, advocate, and take responsibility for the disproportionate damage caused by high-emission countries.

For IWDA, responding to these calls is part of decolonising our practice. Through our 10-year strategy, we commit to leveraging our platforms, networks and analysis to champion feminist climate justice in Australia, centring First Nations leadership and deepening solidarity with aligned movements to disrupt the systems that undermine our collective rights.

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

*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.*

*Any offer of employment will require a National Police Check and endorsement of IWDA's Safeguarding Code of Conduct. All applicants must be legally entitled to live and work in Australia.*

#### **POSITION SUMMARY**

As a member of the Finance team, this role reports directly to the Financial Controller and is responsible for managing the overall delivery of project financial management for IWDA and our external project funders. The position provides planning, budgeting, forecasting, accounting and compliance services to IWDA and its grants in accordance with professional accounting standards and contract terms.

This role contributes to the financial management and compliance of all 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 with 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.

Critical to the role is deadline management and a high level of autonomy.

#### **KEY RELATIONSHIPS**

Reports to: Financial Controller  
Manages: Finance Business Partner x 2, Finance Business Partner (Payroll and Capacity Support)  
Internal: Finance team, other teams in IWDA, Executive Leadership team, Staff  
External: Program partners, external auditors, vendors and suppliers

#### **KEY RESPONSIBILITIES**

### **Accounting, Reporting and Analysis**

- Manage the overall delivery of project financial management for IWDA and our external project funders
- Prepare and review pricing and budgets for new proposals and grants
- Ensure that adequate staff cost recovery and organisational overhead costs are integrated into all funding proposals and budgets to enable organisational sustainability
- Review and prepare partner acquittals and fund balance reconciliations for grant funded partners, coordinating with partnerships team. Provide oversight for these same tasks when prepared by other FBPs reporting to this role
- Oversee accompaniment program delivered by the Finance team and designed in conjunction with Partnerships team and partners
- Approve international payments and Funding Orders aligned to contracts, as required
- Approve updates of FX rates for budgets
- Produce quality financial analysis to enable strategic organisational management decision making (capital management; allocation of resources; profile of costs etc.) and ensure sustainable outcomes
- Prepare month end journals for projects, including Staff Cost Recovery (SCR), income recognition, overhead recovery and carry forward/roll over balances, and other support as required
- Lead the development of annual budgets and reforecasts for the grant projects and work with financial accountants to integrate these into the overall IWDA budget and reforecast
- Develop and contribute to improved reporting templates, spot checking tools and dashboards

### **Team Leadership and Cross-Team Management**

- Effectively manage direct reports to deliver team accountabilities
- Model and drive positive risk and safety culture
- Support and develop highly engaged team members to achieve optimum outcomes, behavioural and organisational objectives, and ensure low staff turnover
- Develop and deliver business processes to ensure efficient and effective project finance functions
- Working collaboratively with Partnership SPMs, lead the review and improvement of project processes and documentation

### **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
- Sign contracts and Funding Orders within delegated authority levels

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 and decolonial organisation.

### SELECTION CRITERIA

#### Technical Competencies

1. Tertiary qualification in accounting or related discipline. CA/ CPA required
2. Relevant experience in the not-for-profit sector, experience in the development sector preferable
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 which is used by IWDA. MYOB and QuickBooks are also useful as they are often used by our partners
9. While not a requirement, qualifications held in relation to Government Investigations or Fraud Control will be viewed favourably

#### Behavioural Capabilities

- Self-awareness
- Being inclusive and power aware
- Practising collective care
- Being courageous
- Achieving outcome & progress not perfection
- Being empathetic
- Building trusting relationships
- Being curious
- Learning, unlearning & adapting
- Dismantle system of oppression

### GENERAL CONDITIONS

All IWDA staff and volunteers are required to:

- Support and demonstrate IWDA's values and behavioural capabilities
- Act at all times in accordance with IWDA's Code of Conduct and Policies
- Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices
- Act at all times in accordance with IWDA's Safeguarding Code of Conduct and Policies
- Undertake police check prior to commencement and every two years thereafter

### TRAVEL REQUIREMENTS

The Lead Finance Business Partner may be required to undertake travel to provide necessary capability development and financial monitoring with partners. Travel to remote locations may be a requirement of the role and staff should be confident and fit to travel to these locations.