

POSITION DESCRIPTION

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

ABOUT THE ORGANISATION

WHO ARE WE?

We are 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

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.

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.

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

*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 Child Protection Code of Conduct. All applicants must be legally entitled to live and work in Australia.

POSITION SUMMARY	
<p>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.</p>	
KEY RELATIONSHIPS	
Reports to:	Corporate Finance Manager
Internal:	Finance Team, Other internal teams and volunteers as required
External:	Suppliers
KEY RESPONSIBILITIES	
<p>Financial Accounting</p> <p>Accounting of financial transactions promptly and accurately for the following</p> <ul style="list-style-type: none"> • 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 <p>Other</p> <ul style="list-style-type: none"> • 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	Behavioural Competencies
<ol style="list-style-type: none"> 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 	<ul style="list-style-type: none"> • Valuing Diversity • Empowerment • Managing Work & Quality • Acting with Transparency • Building Trusting Relationships

<ol style="list-style-type: none"> 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 	<ul style="list-style-type: none"> • 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 • Undertake a police check prior to commencement and every two years thereafter • Comply at all times with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices 	
<p>TRAVEL REQUIREMENTS</p>	
<p>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.</p> <p>It is a condition of employment that staff abide by all IWDA Policies and Procedures, particularly in relation to Occupational Health and Safety and security and safety.</p>	