

Program Finance Officer

Based: Sydney CBD

Thank you for your interest in this position.

To apply, please email to jobs@ncca.org.au:

- a 2-3 page covering letter addressing the Selection Criteria; and
- your resume

Applications close: **24 February 2012**

Please call our Organisational Development Officer, Fifi Rashando, on +61 2 9299 2215, if you have any queries.



About Act for Peace

Act for Peace is the international aid agency of the National Council of Churches in Australia, a council of 19 member churches. We act for peace by assisting the most conflict and disaster-affected communities to be safe.

With support from ourselves and like agencies, our overseas partners are assisting millions of people affected by the world's worst conflicts and disasters. Thanks to our supporters, we are able to spend over \$8 million per year helping these communities and this amount is growing at 20% per year.

Act for Peace supports partners in around 20 countries such as Iraq, Palestine, in the Horn of Africa, Zimbabwe, Burma, Sri Lanka and the in the Pacific.

We are a member of the global ACT Alliance which works in more than 140 countries, enabling us to be involved in disaster preparedness and response around the world. The combined annual expenditure of the ACT Alliance is \$1.6 billion.

Please see our website for more details: www.actforpeace.org.au.

Act for Peace Financial Program Officer

- **Apply program and organisational finance skills**
- **Work with an experienced and passionate program team, and international partners**
- **Permanent, full-time position**
- **Location: Sydney CBD (lvl 7, 379 Kent St, Sydney)**
- **Some international travel (primarily to Pacific Island Countries)**

Purpose of the position: To support program staff and overseas partners in the development and maintenance of good program and organisational financial management and accounting practices; to contribute to development and maintenance of internal financial systems; and provide financial reports on our program commitments to management.

The position is permanent, full-time. The salary will depend on the experience of the successful candidate. The salary package will be worth between \$60,000 to \$70,000 including superannuation and the value of Public Benevolent Institution benefits.

Selection Criteria:

1. 3 or more years experience in a similar role (preferably with an international aid agency)
2. Experience in capacity building for staff or partners with a variety of levels of competency in program and organizational financial management
3. Tertiary accounting/finance qualifications
4. Experience in internal auditing and development of financial reports for management
5. Excellent interpersonal skills; experience working cross-culturally
6. Proactive and ability to priorities tasks
7. Excellent computer skills incl. Excel and MYOB
8. Ability to travel periodically
9. Training experience preferred but not essential

Key responsibilities:

Program Finance Monitoring & Capacity Building

- Assist in developing program budgets for new programs and tenders
- Support program staff in reviewing, analyzing, and maintaining adequate financial partner records including audit statements, acquittals, and financial systems
- Supervise budget management for implemented programs
- Conduct internal audits for implemented programs
- Provide capacity building support to partners and International Program Coordinators to enhance their skills in project and organisational financial management; support may be provided on a remote basis or during period trips to the field
- Develop tools for monitoring and supporting partner financial management

Act for Peace Program Financial Management

- Assist our Senior Organisational Development & Effectiveness Officer to monitor program financial risks, accountability, effectiveness, and efficiency
- Prepare accounting entries for processing by the Support Services team
- Manage disbursements to overseas partners (transactions are made by our Accounts Payable Officer)
- Contribute to the development of the agencies annual budget
- Assist the Finance Director in preparing the annual financial statements and for the annual external audit
- Participate in development and improvement of our financial systems and risk management in line with our Codes of Conduct; Assist the Finance Director in preparation and management of internal systems
- Attend to matters delegated as part of the Program & Policy team
- Monitor compliance with relevant fundraising legislation

Act for Peace Standard Working Requirements

- Sign and abide by the NCCA and Act for Peace Codes of Conduct
- Uphold humanitarian standards – as set out in the Act for Peace accountability framework
- Commitment to Act for Peace organisational requirements, including attendance at PPT and Act for Peace meetings; completion of all finance and program reporting requirements as per Act for Peace policy and/or line managers directive, adherence to program, HR and finance policies and procedures
- Respect for a multicultural and multi-talented workforce
- It is a requirement of the position to occasionally work outside normal business hours.
- Eligibility to meet the requirements of a police check.
- Act for Peace takes child protection seriously. A working with children suitability check must be undertaken before commencement of employment. For the full Child Protection Policy and Code of Conduct please visit: http://www.actforpeace.org.au/About_Us/Our_Policies/Our_Policies1.aspx

Reports to: Senior Organisational Development & Effectiveness Officer, with technical oversight by and close liaison with the Finance Director.

Risks: The position may require travel into areas with international travel advisories. Negotiations will be held at the specific time of preparation for travel.

This position is offered as full-time and permanent. A probationary period of 3 months will apply.

Thank you for your interest in the position!