

ADRA Australia

Accountant

Commitment: Full-time

Location: Wahroonga, Sydney



About the role

We are seeking a qualified, enthusiastic and experienced Accountant to join our Finance team and to provide support in the completion of accounting functions as required by ADRA's policies and procedures.

Reporting to our CFO, your role is responsible for the day-to-day financial transactions as part of our financial close processes. This includes preparation of journals, technical accounting, bank and balance sheet reconciliations, preparation and review monthly financial reports as well as lodgement of monthly BAS and acquittal reports. It also includes assisting with preparing ADRA's annual financial statements.

You will need to be a CA/CPA qualified accountant or working towards this qualification with at least 5 years' experience in financial accounting.

You will be responsible for living out our values of Connected, Courageous and Compassionate in all interactions with various stakeholders. You are to work efficiently, accurately, professionally and in a timely manner to provide a best-in-class support to the team.

You must have the legal right to live and work in Australia at time of application.

The Job Description for the role and the Employment Application Form are included at the end of this document.

About ADRA Australia

The Adventist Development and Relief Agency (ADRA) is the official humanitarian agency of the Seventh-day Adventist Church. As part of the global ADRA network which reaches into more than 120 countries, we are motivated by our faith, to enable people and communities in Australia, New Zealand, the South Pacific, Asia and Africa to improve their health and livelihoods and assist people to prepare for and recover from disasters around the world.

ADRA Australia holds full accreditation with the Australian Government Department of Foreign Affairs and Trade and is a member of the Australian Council for International Development (ACFID) and the Australian Council for Social Services (ACOSS).

Our Values - We conduct our work by being:

Connected - working collaboratively for the best outcome for those living in poverty or distress.

Courageous - persevering through challenging situations.

Compassionate – empathising with the communities we work with and with each other.

About the Finance Team

The accountant role is appointed by the ADRA Australia ADCOM and reports to the CFO.

The Finance team is responsible for all duties related to our organisation's capital funds, including accounting, recordkeeping, administrative work, payroll, financial reporting, compliance and strategic financial management of ADRA's funds.

The Finance/IT team works collaboratively with the following units:

- Emergency Management
- International Programs
- National Programs
- People & Culture
- Supporter Engagement

Selection Criteria

Essential

1. Commitment to the purpose of ADRA, and to the achievement of our overall strategy and priorities with demonstration of our ADRA values and desired team culture lived out in all aspects of work practice;
2. Willingness to work within a Christian ethos with conduct that is respectful of the beliefs and practices of the Seventh-day Adventist Church when in the workplace or otherwise representing ADRA Australia;
3. Excellent communication (written and verbal), interpersonal skills and cultural competence, with the ability to interact with people from various backgrounds and ages;
4. Positive attitude, attention to detail, and proficiency in Microsoft Office.
5. CA / CPA qualified accountant, with 5 years' plus experience in financial management;
6. Financial acumen, people leadership, risk and compliance experience;
7. Confidence in data management using various software programs;
8. Ability to handle data accurately and with confidentiality

Desirable

1. Proven ability to contribute to the continuous improvement of processes and procedures that are fit-for-purpose and compliance with overarching protocols.
2. Agile, flexible and adaptable to change in a busy and challenging environment.

Key Competencies

- **Leading and Supervising**
Provides others with a clear direction; Sets appropriate standards of behaviour; Delegates work appropriately and fairly; Motivates and empowers others; Provides staff with development opportunities and coaching; Recruits staff of a high calibre.
- **Analysing**
Analyses numerical data, verbal data and all other sources of information; Breaks information into component parts, patterns and relationships; Probes for further information or greater understanding of a problem; Makes rational judgements from the available information and analysis; Produces workable solutions to a range of problems; Demonstrates an understanding of how one issue may be a part of a much larger system.

- **Planning & Organising**

Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones.

- **Following Instructions & Procedures**

Appropriately follows instructions from others without unnecessarily challenging authority; Follows procedures and policies; Keeps to schedules; Arrives punctually for work and meetings; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role.

Other Requirements

- At the time of application, the successful applicant will already have the legal right to live and work in Australia.
- Be able to work in person in our Wahroonga office.
- Commitment to abide by the ADRA Australia Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request.
- ADRA Australia takes the prevention of sexual misconduct, harassment, and child protection seriously and screens applicants for suitability. The successful applicant will be required to obtain a police check for each country in which the individual has lived for 12 months or longer over the last five years, and for the individual's country of citizenship (including dual citizenship holders). The successful applicant will need to provide their consent to a criminal record check. ADRA Australia recognises that in limited instances it may prove impossible to obtain a reliable criminal record check. In such circumstances a statutory declaration outlining efforts made to obtain foreign police check and disclosing any charges and spent convictions may be accepted.
- Applicants will be requested to disclose whether they have had a substantiated Sexual Exploitation Abuse or Harassment claim of any nature made against them in Australia or overseas. This is included in the Employment Application Form.

How to Apply

To apply, candidates should address the selection criteria in their application letter providing examples of past experiences and qualifications. There is no closing date, however we will be interviewing suitable candidates as they apply. Please forward your application letter, resume and the Employment Application form along with the names of three work related referees to: hr@adra.org.au

If you have questions or need further information, please contact:

Gianina Badea, HR Coordinator for ADRA Australia,

Phone +61 2 9473 9525 or email hr@adra.org.au.

ADRA Australia is an inclusive and Equal Employment Opportunity (EEO) employer.

The appointing body reserves the right to fill this position at its discretion and to close applications early.

Position Title:	Accountant
Department:	Finance
Reports To:	CFO
Team Supervision:	Assistant Account (1) & Account Clerks (2)

Full / Part Time:	Full Time
Revised Date:	February 2023

Purpose of Position: A basic statement that describes the intent of the position.

The Accountant provides day-to-day support in the completion of accounting functions required by ADRA policies and procedures.

Behavioural Expectations: Our code of Conduct - How we do things in our organisation that underpins our values.

ADRA Australia Code of Conduct

Key Competencies: The competencies, qualifications, skills and experience the person needs to do the role successfully.

CA / CPA qualified accountant, with 5 years' plus experience in financial management. Financial acumen, people leadership, risk and compliance experience.

ADRA Competencies Framework: 1.2 Leading & Supervising, 4.3 Analysing, 6.1 Planning & Organising, 6.3 Following Instructions & Procedures

Key Responsibilities: The things that the person needs to be responsible for to successfully fulfil the obligations of this position.

Area of Responsibility Groupings or areas of responsibility	Actions / Tasks / Objectives What has to get done in this area	Measures of Success/ KPI's How job performance will be measured
FINANCIAL MANAGEMENT	<ul style="list-style-type: none"> Assist in the implementation of new or upgraded financial software applications Assist in the preparation of agency budgets Provide assistance to the CFO with respect to controlling expenditure against the budget, monitoring & managing variance by providing monthly operating statements and balance sheets Assist in maximising income streams from ADRA investments aligned with policy Participate in intermediate and long-range financial planning strategies 	<ul style="list-style-type: none"> Systems adapted to meet changing needs and requirements 100% revenue stream from investments, no idle cash over \$50k in cheque accounts
REPORTING & RECONCILIATION	<ul style="list-style-type: none"> Prepare and maintain accounting records, following established procedures for processing receipts, payments, and journals Verify and check donations in Salesforce before exporting receipts into SUN Deduct appropriate administration overhead charges from donations Calculation and journalising interest on projects Verify and authorise EFT payments to creditors and to projects Reconcile bank accounts with ledger accounts. Ensure proper use of income classifications and expense T codes, by 10th month-end Check journals to ensure account / sub-account code accuracy before posting to SUN 	<ul style="list-style-type: none"> Reconcile and complete all accounting records and processes by 10th of each month Prepare monthly operating statements by 21st of each month Ensure financial statements are available for audit by 31 July No outstanding reconciliation items Timeliness and accuracy of reconciliations BAS (includes GST & PAYG), lodged by 21st of each month FBT lodged by 30 April Payroll authorised pay week Tuesday

	<ul style="list-style-type: none"> • Calculate vehicle administration levies and balances owing for each ADRA funded vehicle • Review general ledger account balances on Sun System • Review National Program (ADRA Centres & Op-shops) Project accounts in SUN & Xero • Prepare monthly operating statements • Prepare annual financial and statistical reports <p>Ensure financial activities, with reference to the following, are managed on a timely basis:</p> <ul style="list-style-type: none"> • Prepare and lodge Business Activity Statement (BAS) and process GST, FBT and PAYG tax • Lodge annual fringe benefits (Salary Sacrificing for employees) return • Ensure accuracy and authorise payments for payroll • Prepare and post journals for payroll, super and Leave Liabilities • Calculate and process journal for Vehicle interest • Preparation and process year end journals and CMF transfers to various funds • Preparation and posting of journals for transfer of amount relating NP receipts from CMF Overseas account to CMF National Account.. • Reviewing expense claims and credit card expenses before approval of CFO • Renewal of insurances • Reconcile FCM invoices with Amex transactions to prepare and process journal • Calculation of Appeal figures and process journal at the end of the year to various conferences • Ensure that Jitterbit is working and maintain relevant updates and any other changes needed for the spreadsheet. 	
FINANCIAL LEADERSHIP	<ul style="list-style-type: none"> • Support CFO in controlling expenditures against budget. Monitor & manage variance. • Supervise accounts team, encourage development and maintain engagement <p>Provide back up support in the absence of the Assistant Accountant</p>	<ul style="list-style-type: none"> • Unplanned expenditure brought to attention of CFO. Minimum degree of variance from planned to actual
COMPLIANCE & REVIEW	<ul style="list-style-type: none"> • Comply with laws, regulations and professional practices governing the conduct of the ADRA Australia financial affairs • Assist in the monitoring of financial systems, procedures and policies of conference offices and overseas partner organisations to ensure compliance with ADRA Australia policies and procedures • Identify weaknesses in internal controls and recommend cost effective solutions • Assist in the monitoring of the financial systems, procedures and policies of National Program Projects and Op Shops to ensure they comply with ADRA Australia policies and procedures. 	<ul style="list-style-type: none"> • No warning notices from statutory bodies • Planned regular audits • All National Program projects and Op Shops be visited over a two-year cycle by the accountant. • Incorporated National Program project financial accounts up to date

Print Employee Name:

Employee Signature:

Date: / /

Employment Application Form

Adventist Development and
Relief Agency Australia Limited



ABN 85 109 435 618

Title:		First Name:		Last Name:	
Current Address: (Street, State, Post Code, Country)					
Phone No.		Home:		Mobile:	
Email:				Gender:	
Position applying for:					
GENERAL					Type in "Yes" or "No" or an appropriate comment
1. Are you ALREADY legally entitled to live and work in Australia?					
If the response to Question 1 is No, we are unable to consider your application and there is no need to proceed any further.					
2. What prompted you to apply for this role? Why would you like to work for ADRA?					
3. Do you have any illnesses or injuries which may affect your ability to perform the essential requirements of the job for which you have applied? If yes, please provide details below:					
SAFEGUARDING					
4. ADRA Australia's strict safeguarding policies aim to help protect children, young people and vulnerable adults. In line with these policies are you willing to undergo a police check, a working with children check and be screened through Adsafes*?					
5. Do you have any convictions or charges related to child abuse? If yes, please provide details below:					
6. ADRA Australia has a zero tolerance to Sexual Exploitation and Harassment. Do you have any convictions or charges related to sexual abuse or harassment of any nature made against you in Australia or overseas? If you have responded "Yes", please provide details below:					
ADRA AS PART OF THE SEVENTH-DAY ADVENTIST CHURCH					
7. Have you ever worked for ADRA or any other entity of the Seventh-day Adventist Church in Australia or overseas under your current name or another name? If yes, please provide details of your last position below:					
8. Do you have any relatives currently employed by the Seventh-day Adventist Church? (We need to check any conflicts of interest.) If the answer is Yes, please list their names and places of employment below.					
Name		Place of Work			

9. Are you a practising Seventh-day Adventist? (If you are not an SDA, this does <u>not</u> exclude you from applying for the position.)	
Being employed by ADRA Australia, which is part of the Seventh-day Adventist Church, involves understanding, representing and being committed to the Church's mission and lifestyle in your professional life. (<i>Our code of conduct policy is available on request.</i>) Please respond to the following two questions.	
10. Do you understand the Church's lifestyle values? (These include abstinence from tobacco, alcohol, recreational drug use, immoral, illegal conduct, etc.)	
11. If you are employed by ADRA Australia, are you happy to reflect its purpose and values in your work and adhere to its lifestyle values in your professional life?	

I understand, agree and declare that:

1. If required by ADRA I will undertake a pre-employment medical screening by an ADRA designated practitioner who shall pass completed details of the examination to ADRA. (Refer Point 3)
2. If required by ADRA, I will produce documentary evidence relevant to this application e.g. identification, work visa, evidence of my qualifications, etc.
3. Any statement made by me in this document which is found to be deliberately misleading shall render me, if employed, liable to dismissal.
4. The Terms and Conditions of my employment shall be in accordance with:
 - (a) Any applicable State or Federal Laws.
 - (b) The appropriate Industrial Award and/or church policy.

Signature	Date

**Adsafe has been established as a service and resource to assist local Churches and Denominational Entities to protect children and vulnerable adults, to comply with applicable legislation and to develop denominational policy.*