

ADRA Australia

Accounts Clerk

Commitment: Full-time

Location: Wahroonga, Sydney



About the role

We are seeking a qualified, enthusiastic and experienced Accounts Clerk to join our Finance and to provide day-to-day support in the completion of accounting activities as required by ADRA's policies and procedures.

Reporting to our Accountant, your role will primarily focus on the accounts payable and receivable functions and will also assist the finance team in other areas as required. This includes accounts payable, invoice entry and statement reconciliations, accounts receivable processing and collections, process payments, assist with queries from internal and external stakeholders and general administrative and other ad hoc duties as required.

You will need a relevant finance qualification or at least 5 years' relevant work experience.

You will be responsible for living out our values of Connected, Courageous and Compassionate in all interactions with the stakeholders. You will 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 Accounts Clerk is appointed by the ADRA Australia ADCOM and reports to the Accountant.

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. Finance related qualifications, with at least 5 years' relevant work experience;
6. Computer literate and experience with financial accounting software applications;
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

- **Delivering Results & Meeting Individual Expectations**
Focuses on Individual needs and satisfaction; Sets high standards for quality and quantity; Monitors and maintains quality and productivity; Works in a systematic, methodical and orderly way; Consistently achieves project goals.
- **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.

- **Archiving Personal Work Goals and Objectives**

Accepts and tackles demanding goals with enthusiasm; Works hard and puts in longer hours when it is necessary; Identifies development strategies needed to achieve career goals and makes use of developmental or training opportunities; Seeks progression to roles of increased responsibility and influence.

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 Coutts, 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:	Accounts Clerk
Department:	Finance
Reports To:	Accountant
Team Supervision:	None

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

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

The Accounts Clerk provides day-to-day support in the completion of accounting activities as 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.

Finance related qualifications, with at least 5 years' relevant work experience. Computer literate and experience with financial accounting software applications.
ADRA Competency Framework: 6.2 Delivering Results & Meeting Individual Expectations, 6.3 Following Instructions & Procedures, 8.1 Achieving Personal Work Goals & Objectives

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
GENERAL	<ul style="list-style-type: none"> This role primarily focusses on the accounts payable and receivable functions and will also assist the finance team in other areas as required. This includes accounts payable invoice entry and statement reconciliations, accounts receivable processing and collections, process payments, assist with queries from internal and external stakeholders and general administrative and other ad hoc duties as required. 	
ACCOUNTS RECEIVABLE	<ul style="list-style-type: none"> Manage Accounts Receivable including the collection of debts Process debit/credit notes from church entities Manage and journalise sales orders Prepare monthly reconciliations for debtor accounts, code in invoices and generate journals Email monthly statements to debtors 	<ul style="list-style-type: none"> All tasks associated with accounts receivable to be completed by 10th of month-end Monthly statements are sent to debtors
ACCOUNTS PAYABLE	<ul style="list-style-type: none"> Manage Accounts Payable including payments as per creditor settlement terms Process monthly credit card statements, staff expense claims, creditor invoices and church debit/credit notes Validate creditor invoices with purchase orders and ensure invoices are charged to the correct accounts using the classification codes 	<ul style="list-style-type: none"> All tasks associated with accounts payable to be completed by 10th of month-end No outstanding reconciliation items

	<ul style="list-style-type: none"> • Process daily bank statements (payments) and prepare journals ready for posting • Ensure creditor invoices are coded correctly, journals are generated and reconciled to statements 	
REPORTING & RECONCILIATIONS	<ul style="list-style-type: none"> • Prepare and maintain accounting records following established procedures for processing receipts, payments and general journals • Prepare monthly reconciliations of accounts receivable and accounts payable 	<ul style="list-style-type: none"> • All tasks associated with reporting and reconciliations to be completed by 10th of month-end
FINANCIAL SUPPORT	<ul style="list-style-type: none"> • Manage fixed asset register • Manage ADRA bank accounts with regards to direct debits, bank fees, charges, interest, fund transfers and balances • Assist and support the finance team with daily, monthly and year-end processing 	<ul style="list-style-type: none"> • All tasks associated with finance support to be completed by 10th of month-end • Financial statements available for audit by 31 July
COMPLIANCE & REVIEW	<ul style="list-style-type: none"> • Comply with laws, regulations and professional practices governing the conduct of ADRA Australia's financial affairs. • Review current processes to improve ADRA's existing ones. 	<ul style="list-style-type: none"> • All tasks associated with compliance and review to be completed by 10th of month-end

Print Employee Name
Print Supervisor Name

Employee's Signature:
Supervisor's Signature:

Date: / /
Date: / /

Employment Application Form

Adventist Development and Relief Agency Australia Limited



ABN 85 109 435 618

Title:		First Name:		Last Name:	
Current Address: <i>(Street, State, Post Code, Country)</i>					
Phone No.	Home:		Mobile:		Work
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.*