

ADRA Australia

Assistant Accountant

Commitment: Full-time

Location: Wahroonga, Sydney



About the role

We are seeking a qualified and enthusiastic Assistant Accountant to join our Finance team and to provide support in the financial record maintenance, assist with financial reporting and supporting compliance activities as required by ADRA's policies and procedures.

As an Assistant Accountant, your primary responsibility is assisting with the maintenance of financial records for the organisation. This includes accurately recording financial transactions, such as accounts payable, accounts receivable, and general ledger entries, bank reconciliations, and other financial accounts to ensure accuracy and completeness of financial data.

You will also support the preparation of financial reports for management and external stakeholders. This involves assisting with the compilation of financial statements, such as balance sheets, income statements, and cash flow statements. You may also be involved in analysing financial data and preparing variance reports to help management make informed decisions about the organization's financial performance.

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 Assistant Accountant role is appointed by the ADRA Australia ADCOM and reports to the Accountant and ultimately 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 with the ability to interact with people from various backgrounds and ages and to explain financial information to non-financial stakeholders in a clear and concise manner;
4. Positive attitude, attention to detail, and proficiency in Microsoft Office.
5. A degree in accounting, finance, or a related field;
6. Demonstrated experience in accounting or finance roles, preferably in a similar capacity. This may include experience with financial record maintenance and financial reporting;
7. Strong understanding of accounting principles, financial concepts, and accounting software systems. Proficiency in MS Excel and other relevant software applications;
8. Attention to detail, strong analytical skills to interpret financial data;
9. Strong organizational skills to manage multiple tasks and deadlines effectively;
10. Demonstrated integrity, ethics, and professionalism in handling sensitive financial information

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. Flexibility and adaptability to work in a dynamic environment with changing priorities and requirements;
3. Experience collaborating with teams across different functional areas to address cross-functional challenges and achieve organizational objectives.

Key Competencies

• Working with People

Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight;

- **Delivering Results & Meeting Individuals 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;

- **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.

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.

See Job Description and Employment Application Form following.

Position Title:	Assistant Accountant
Department:	Finance
Reports To:	Accountant
Team Supervision:	CFO

Full / Part Time:	Full Time
Revised Date:	March 2024

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

The Assistant Accountant 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.

A degree in accounting, finance, or related field; 5 years plus clerical accounting or bookkeeping experience with a foundational level of financial acumen and strong attention to detail.

ADRA Competency Framework: 2.1 Working with People, 4.3 Analysing, 6.2 Delivering Results & Meeting Customer Expectations, 6.3 Following Instructions & Procedures & Objectives

Key Responsibilities: The things that the person needs to be responsible for to successfully fulfill 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
DONOR FINANCIAL SUPPORT	<ul style="list-style-type: none"> Overseeing all donations and receipts (Website, Gofundraise, Credit cards, CMF deposits, Direct deposits, Benevity causes, cash and cheques) Process donations (Website, Gofundraise, Credit cards, CMF deposits, Direct debit and Benevity causes) Process "Regular Giving" direct debits monthly Check the accuracy of bank deposits that are ready for banking Process T&O Report donations ensuring entry into spreadsheet and uploading to CRM Review and check credits from ADRA Centres, Op Shops, and Projects in the Xero accounting package and receipt. Reconcile e-way with CRM and prepare spreadsheet for importing to ERP system for posting. Support accounts team with daily, monthly, and year-end processing Support finance team to complete general ledger receipting exports Assist with the completion of Financial Statements 	<ul style="list-style-type: none"> Donations are ready for deposit by 2 pm daily Process direct debits by 9th and 23rd of month All donations Banked and ready by the 10th of month-end T&O Report donations processed by 10th of month-end Payments to ADRA Australia checked in Xero and receipted in CRM by the 10th of month-end Financial statements are available for audit by 31 July

NATIONAL PROGRAMS FINANCIAL SUPPORT	<ul style="list-style-type: none"> National Programs accounting National Programs banking administration National Programs Xero accounting support (treasurers support) Review of National Op Shop and Project accounts on Xero on a regular basis 	<ul style="list-style-type: none"> Preparation of consolidated monthly reporting Admin 10% is paid by all Op shops by the 10th of the following month ? GST claims are made by all OP Shops by the 10th of the following month ?
PAYROLL	<ul style="list-style-type: none"> Fortnightly payroll preparation Manager and process salary sacrifices for all employees Journalise fortnightly payroll and monthly superannuation 	<ul style="list-style-type: none"> Payroll authorised by Tuesday (fortnightly)
SYSTEM MANAGEMENT	<ul style="list-style-type: none"> Maintain and input supporter donation details in CRM and assist in ensuring all processes protect the integrity of the database Reconcile between different financial systems, payment platforms & CRM Supporter and financial reports are produced using the CRM and financial systems when requested 	<ul style="list-style-type: none"> Donor details are up to date in CRM Financial platforms reporting and payment platforms & CRM are reconciled monthly
CROSS-FUNCTIONAL SUPPORT	<ul style="list-style-type: none"> Liaise with the programs and marketing teams to keep abreast of world events and ADRA's response to these events to ensure funds are correctly directed Perform other duties as designated by the Accountant & Director of Finance 	
COMPLIANCE & REVIEW	<ul style="list-style-type: none"> Comply with laws, regulations and professional practices governing the conduct of ADRA Australia's financial affairs. 	

Employee Signature:		Supervisor(s) Signature(s):		Date: / /
Print Employee Name:		Print Supervisor Name:		

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:	
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.*