

ADRA Australia and New Zealand

Financial Officer – Logan Community Centre



Commitment: Part-time – currently 24 hours per week, but can drop to 16 hours depending on funding availability

Location: 31 Station Rd, Logan Central QLD 4114

About the role

ADRA Australia and New Zealand is seeking a Financial Officer for our ADRA Logan Central Community Centre.

The Financial Officer receives all Community Centre monies and ensures all financials and disbursements are in accordance with ADRA's policy and the Management Committee's directions. The Financial Officer also assists the Manager in the smooth day to day running of the Centre.

The selected candidate will have a financial degree or relevant accounting experience as well as general administrative capability. They will be able to work autonomously and efficiently to ensure the smooth end-to-end running of all financial aspects of the Community Centre and its operations. Ultimately, they should be able to contribute to the attainment of specific goals and results of the Logan Community Centre team and the organization.

A copy of the Position Description for the role is included at the end of this document.

About ADRA Australia and New Zealand

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 124 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.

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 ADRA Logan Community Centre Team

The Financial Officer is appointed by the ADRA Australia/New Zealand EXCOM and reports to the ADRA Logan Community Centre Manager and ultimately to the National Programs Director.

The Centre operates a number of programs including:

- Food Program
- Community Garden
- Op Shop
- Training Program

All of which need good systems in place to ensure financial viability of the Centre.

Selection Criteria

Essential

1. Accounting qualifications or relevant experience
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. Strong ability in using MS Office (MS Word, Outlook, and Excel in particular) and accounting software including MYOB and Xero.
4. Outstanding communication and interpersonal skills with the ability to interact with people from various backgrounds and ages, and deliver excellent customer service.
5. Ability to handle data accurately and with confidentiality.
6. Proven and demonstrated organisational and time management skills.

Desirable

1. A working knowledge of the Reckon Payroll software.
2. Proven ability to contribute to the continuous improvement of processes and procedures that are fit-for-purpose, customer-focused and compliance with overarching protocols.

Key Competencies

- **Adhering to Principles and Values**
Believes in strong principles; upholds ADRA's values; promotes and defends equal opportunities, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment
- **Delivering Results and Meeting Customer 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 and Procedures**
Appropriately follows instructions from others without unnecessarily challenging authority; Follows procedures and policies; Keeps to schedules; Arrives punctually for work and meeting; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role
- **Achieving 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 on 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
- Commitment to abide by the ADRA Australia and New Zealand Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request.
- ADRA Australia and New Zealand 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 and New Zealand 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 a foreign police check, and disclosing any charges and spent convictions may be accepted.

- Applicants will be requested to disclose whether or not they have had a substantiated Sexual Exploitation Abuse or Harassment claim of any nature made against them in Australia, New Zealand or overseas. This is included in the Job 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 letter and resume - along with the names of three work related referees - to: alisonyoung@adra.org.au

If you have questions or need further information, please contact: Alison Young, ADRA Australia and New Zealand, Phone +61 2 9473 9503 or email alisonyoung@adra.org.au

ADRA Australia and New Zealand is an 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 following.



Connected
Courageous
Compassionate

Position Title:	Financial Officer
Team:	Logan Community Centre
Reports To:	Centre Manager
Team Supervision:	Payroll Clerk

Full / Part Time:	Part-Time working 16 to 24 hours weekly as approved
Revised Date:	March 2021

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

The financial officer shall receive all Community Centre monies, keep an account of all finances and disburse them in accordance with ADRA policy and the Management Committee's directions. Assist the Manager in the smooth day to day running of the Centre.

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

ADRA Australia Code of Conduct and related policies

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

Finance related Degree, with at least 3 years' experience in financial accounting. Computer literate and experience with financial accounting software applications particularly MYOB, Xero and Excel. A working knowledge of Reckon Payroll will be an advantage.

ADRA Competency Framework: 2.2 Adhering to Principles and Values; 6.2 Delivering Results & Meeting Customer Expectations, 6.3 Following Instructions & Procedures, 8.1 Achieving Personal Work Goals & Objective

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

Area of Responsibility	Actions / Tasks / Objectives	Measures of Success/ KPI's
Groupings or areas of responsibility	What has to get done in this area	How job performance will be measured
ACCOUNTS	<ul style="list-style-type: none"> Maintain financial ledgers, accounts, data entry and cash flow records Accounts payable and receivable Reconcile all accounts and bank statements Prepare and process all banking functions, checking accuracy of bank deposits that are ready for banking Manage ADRA bank accounts with regards to direct debits, bank fees, charges, interest, fund transfers and balances Complete and pay monthly BAS returns Maintain and reconcile intercompany accounts 	<ul style="list-style-type: none"> Reports, reconciliations and statements complete by predetermined deadlines Bank deposits are accurate and ready for deposit regularly Bank accounts are reconciled regularly Financial statements available for audit by 31 July

PAYROLL AND STAFF SUPPORT	<ul style="list-style-type: none"> • Oversee the fortnightly payroll preparation and accompanying documentation for local Government funded projects • Ensure all timesheets and payroll procedures are completed accurately and on time • Prepare payroll summaries for centre • Prepare and pay monthly Superannuation and BAS • Journalise fortnightly payroll 	<ul style="list-style-type: none"> • Payroll completed on time for authorisation • Superannuation processed by end of month • Tax reconciliation done and submitted, etc.
BUDGETS	<ul style="list-style-type: none"> • Prepare annual budgets for the Centre, Emergency Relief, Training Programs and other grants received • Maintain and monitor above budgets on a monthly basis, providing reports to management 	<ul style="list-style-type: none"> • Budgets are prepared ready for approval by the management committee by predetermined deadlines • Reports provided to management regularly
FINANCIAL REPORTING AND COMPLIANCE	<ul style="list-style-type: none"> • Prepare and present financial reports and balance sheets for the ADRA Finance Director monthly, including preparation and comparison to monthly budgeted figures • Prepare and present financial reports, budgets, balance sheets, etc., at Committee Meetings • Prepare government funding acquittals when required • Ensure all financial aspects of the Centre are compliant with government requirements • Comply with laws, regulations and professional practices governing the conduct of ADRA Australia's financial affairs. • Review and check GST credits for submission journalising the entries to be included in the BAS report • Review current processes to improve ADRA's existing ones 	<ul style="list-style-type: none"> • Reports and acquittals are prepared and presented by predetermined deadlines • All tasks associated with compliance and review to be completed by deadlines • Proposals for improving processes are prepared and presented
STAFF AND CENTRE SUPPORT	<ul style="list-style-type: none"> • Assist the manager in the overall management of the business aspect of the Centre • Conduct interviews with clients seeking financial assistance • If required, provide backup support for the receptionist 	<ul style="list-style-type: none"> • Work with the manager as requested • Interviews are conducted as needed • Work with receptionists as needed

Employee Signature:	
Print Employee Name:	

Supervisor(s) Signature(s):	
Print Supervisor Name:	

Date: / /
