



POSITION DESCRIPTION

TITLE	Finance Officer
REPORTING TO	Senior Accountant and Programs Finance Manager
LOCATION	Level 9, 176 Wellington Parade East Melbourne 3002, VIC
TEAM	Organisational Support & Systems
CLASSIFICATION	Level 4
EMPLOYMENT DETAILS/HOURS	Permanent, Full-Time

Introduction

WaterAid's vision is of a world where everyone has access to safe water and sanitation. Our mission is to transform lives by improving access to safe water, sanitation and hygiene (WASH) in the world's poorest communities. WaterAid works with partners to maximise its impacts for policy change/influence.

WaterAid works through supporting local organisations and government authorities to design and demonstrate appropriate and sustainable WASH programs. WaterAid also seeks to influence policy change through government and other key sector actors to secure and protect the right of poor people to safe, affordable water and sanitation services.

Everything we do is shaped by our six values:

- Integrity
- Respect
- Collaboration
- Courage
- Accountability
- Innovation

WaterAid is a child safe organisation. We recognise that we must meet community expectations and the trust placed in our personnel to maintain the highest standards of conduct with children. Therefore, all positions within WaterAid are required to comply with our Child Safeguarding Policy and Code of Conduct.

WaterAid is committed to protection from sexual exploitation and abuse in everything we do. The values and standards we uphold are highlighted in our Global Code of Conduct. All positions within WaterAid are required to comply with our Global Code of Conduct.

WaterAid passionately believes everyone in the organisation has a role to play in innovation, encourages curiosity about the world and empowering everyone to take action. We recognise that both big and small changes can have positive impacts on our roles, our team and our mission.

Position Summary

Under the supervision of the Senior Accountant and Programs Finance Manager, this position will perform general accounting duties including accounts payable and receivable, processing of corporate cards, review and processing of Country Program monthly transactions and provide general support as required to the Organisational Systems & Support team and Country Program Operations Managers.

Key Performance Areas/Accountabilities

Accounts Payable	<ul style="list-style-type: none"> • Coordinate and process supplier payments, international fund transfers to country programs and intermember payments • Administer and process online banking • Process corporate credit cards acquittals • Assist with supplier queries
Accounts Receivable	<ul style="list-style-type: none"> • Process invoice requests including intermember • Update donation bank deposit report daily. Reconcile and upload donation report on a monthly basis • Assist with customer queries
Financial Accounting	<ul style="list-style-type: none"> • Process adjustment journals as requested from other teams • Upload state fundraising committee transactions to SunSystems
Banking	<ul style="list-style-type: none"> • Corporate Credit Card Application and Cancellation
Country Program Support	<ul style="list-style-type: none"> • Work closely with the Country Program Operations Managers to provide daily support with financial systems, controls and reporting on Reckon Online • Review Country Program financial data in Reckon Online and support the preparation of monthly reports • Support Operations Managers to finalise month-end in a timely and accurate manner • Prepare monthly uploads for Country Programs' Reckon Online to SunSystems and reconcile • Assist Programs Finance Manager to process journals and updating reports for grants
Other responsibilities	<ul style="list-style-type: none"> • Contribute to Audits and Annual Financial Statement requirements • Contribute to Wateraid accreditation requirements • Filing journals and supporting documents • Other duties as required.

Qualification, Skills & Attributes (Key Capabilities/Selection Criteria)

Essential	
Experience	<ul style="list-style-type: none"> • Entry level position, graduate level experience
Education	<ul style="list-style-type: none"> • Degree in accounting
Personal qualities	<ul style="list-style-type: none"> • Self-motivated, ability to work autonomously and to organise workload to meet demands • Ability to learn quickly and to be adaptable • Reliable, with a strong sense of responsibility and work ethic • Attention to detail • A team player with the ability to build strong relationships with colleagues • Strong commitment to human development and poverty reduction and inclusive development • Working style that reflects WaterAid's values of Respect, Accountability, Courage, Collaboration, Integrity and Innovation • Commitment to WaterAid' values and standards of safety of children and protection from sexual exploitation and abuse in all our activities • Demonstrated understanding of gender equality and women's empowerment including ethnic diversity and cultural sensitivity • Commitment to innovation, continuous improvement and openness to new ideas and growth.
Desirable	

Accounting Systems	<ul style="list-style-type: none">• Experience with XERO, Reckon Online or SunSystems will be highly regarded
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Physical Environment and Demands

Ergonomic work stations within an open plan office, standing desks, recreational area and flexible work environment, overseas travel.

Level of contact with children

During Country Program visits, office family days and volunteering activities.

To Apply:

Please submit an application to recruitment@wateraid.org.au by 30 April, 2021.

Applications for this position must include a resume and a cover letter addressing the above Qualification, Skills and Selection Criteria.

For any queries not answered in this document and to submit your application please email alice.phan@wateraid.org.au or june.lang@wateraid.org.au, or please call Jeffrey Grospe on 0407 413 462.

Applicants must have the right to work in Australia.