

Assistant Accountant (Parental Leave Cover)

PURPOSE OF THE POSITION

Reporting to the Finance Business Partner – Program Management, you will be responsible for preparing and reconciling the Sydney office monthly accounts. You will manage ChildFund Sydney office payroll, tax compliance and other daily accounting tasks. You will assist with the generation of monthly management accounts, annual statutory audit and budget & reforecast exercise. Your contribution will support ChildFund Australia maintain the highest standard of accountability and integrity to its stakeholders.

KEY DUTIES

- Responsible for the ChildFund Australia Sydney office daily accounting tasks and Payroll;
- Prepare month end journals and ledger reconciliation;
- Assist with preparing management accounts, department reports and provide analysis;
- Assist with the preparation of annual statutory financial statements and annual audit process;
- Contribute to Sydney's office budget and re-forecast process;
- Assist Head of Finance with cash-flow management and reporting;
- Assist with the new finance system project on data migration, system validation and implementation;
- Build capacity in other departments and country offices on financial procedures and systems;
- Participate in cross-functional working groups and provide business partnership expertise to other departments in the organisation;
- *Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.*

QUALIFICATIONS & EXPERIENCE

- Degree or equivalent in Accounting/Finance or related discipline;
- 3 years' experience, preferably in the overseas development/aid sector;
- Studying toward a CPA/CA or equivalent professional qualification;
- Advance knowledge of Australian payroll systems;
- Advanced excel skills and knowledge of accounting systems (ideally Sunsystem);

DESIRABLE

- Experience in Sunsystem and or Sage Intacct
- Experience in the implementation and roll out a new finance system.

SKILLS

Pragmatic problem-solver and pro-active in identifying and dealing with identified anomalies or variances

Ability to effectively manage multiple activities/tasks under pressure

Attention to detail

Adaptable in working with cross-cultural teams and backgrounds

CHILD FUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values –
Respect, Integrity, Collaboration, Change,
Empowerment & Excellence

Department: Finance Team, Operations

Location: ChildFund Australia, L8, 162 Goulburn St, Surry Hills 2226 – option to partially work from home

Employment: Full time, 12 months fixed contract

Reports to: Finance Business Partner – Program Management

Other Information: Must have working rights in Australia

Please apply at: <https://www.childfund.org.au/work-with-us/>





ORGANISATIONAL CONTEXT

ChildFund Australia is an independent and non-religious international development organisation that works to reduce poverty for children in developing communities. We work in partnership with children and their communities to create lasting change by supporting long-term community development, responding to humanitarian emergencies and promoting children’s rights.

ChildFund Australia implements programs with a range of local partners in **Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations**, and manages projects delivered by partner organisations throughout Asia, Africa and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of **the ChildFund Alliance** – one of the world’s oldest and most experienced child-focused development agencies. With a global network of 11 organisations, the ChildFund Alliance assists more than 14 million children and families in over 60 countries.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to 20 days of paid annual leave (pro-rated for part-time employees). You are also entitled to personal/carer’s leave, paid parental leave, long service leave and bereavement leave.

Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversation between yourself and your manager about maintaining work-life balance.

Salary Packaging

You will be eligible to salary packaging. As a Non-Governmental Organisation, our staff are eligible for salary sacrificing. The Australian Taxation Office (ATO) allows us to reimburse you for your personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in additions to the income tax free threshold.

Employee Assistance Program

In case you need help with personal, family or employment related matters you and your family will have access to free external, professional and confidential counselling assistance.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

OUR VISION: A world without poverty where all children and young people can say: “I am safe. I am educated, I contribute. I have a future.”

OUR MISSION: We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

**At ChildFund Australia
you will be
contributing to every
child being able to
play, learn, and grow.**