

Compliance & Contracts Administration Officer



PURPOSE OF THE POSITION

ChildFund Australia is actively seeking to grow and diversify its revenue from grants and corporates through the establishment of a Business Development Unit and the Compliance & Contracts Administration Officer will provide administrative and compliance support to the Unit. In this role you will work closely with staff from the Finance and International Program Teams (IPT) to ensure appropriate processes are in place to manage grant and corporate funded projects. In addition, you will be responsible for managing and tracking policy compliance across the organisation and providing administrative support related to Board and Board Sub-Committee meetings.

KEY DUTIES

- Coordinate and administer the contract and partnership agreement review process with donors and other funders;
- Maintain oversight of all donor compliance and reporting requirements, with lead responsibility for programs managed directly from Sydney;
- Manage Accountable Now and ACFID Code of Conduct annual reporting and compliance requirements;
- Provide capacity building and support to Country Offices to ensure grants are managed in compliance with donor requirements;
- In conjunction with Finance/IPT colleagues, facilitate start-up and close-out workshops so ensure staff understand contractual obligations and donor requirements;
- Oversee due diligence checking processes for new corporate partners;
- Maintain Sydney office systems for policy compliance, including scheduling and recording of policy updates and training;
- Prepare draft Board agendas, prepare and distribute Board papers, and record and distribute minutes of Board and Board sub-committee meetings.

QUALIFICATIONS & EXPERIENCE

- Tertiary qualifications in a relevant discipline;
- Track record in grant project management – from solicitation to contracting, compliance, financial management, risk management, progress monitoring, etc.;
- Excellent MS Excel and data-base skills essential;
- Excellent interpersonal and cross-cultural communication skills;
- Attention to detail and deadlines is essential;
- Experience with board liaison and policy compliance;

DESIRABLE

- Familiarity or experience with ANCP contractual requirements and ACFID Code of Conduct.

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.

SKILLS

Excellent organisational and multi-tasking skills with the ability to coordinate a varied range of activities and relationships

Combines intellectual curiosity with analytical skills and willingness to learn

Excellent stakeholder manager, able to work with people from different background

Excellent attention to detail

Flexible and responsive

CHILDFUND AUSTRALIA'S VALUES

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

Department: International Programs

Location: ChildFund Australia, Sydney Office Level 9, 162 Goulburn Street, Surry Hills NSW 2010.

Employment: Full-time, one-year fixed term employment agreement.

Reports to: Global Programs Director, Mekong and Grants

Other Information: Must have the right to work in Australia and be willing to undertake limited overseas travel

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.**