

Junior Finance Officer

Reporting to the Financial Accountant, the Junior Finance Officer supports the ChildFund Australia Finance team with transactional accounting processes, including accounts payable, employee reimbursements, credit card expenses, donation receipts, and bank reconciliations. They also have exposure to the financial reporting process, supporting the team with month-end & year-end deliverables.

We're always looking for talented and ambitious people to join ChildFund Australia, so we strongly encourage all applications, even if you do not feel you meet every requirement right now! (Undergraduates in their final year of study are strongly encouraged to apply.)

Key Duties

- Process accounts payable and prepare weekly pay runs
- Assist other departments in the Sydney office with payment-related inquiries
- Process credit card reconciliation and business trip related transactions
- Assist the Program Finance Officer with Salesforce database reconciliation tasks, including but not limited to monthly Direct Debit payment runs and rejections, Corporate and Major Donor payments, transfers to ChildFund Alliance members, and reports
- Prepare bank and balance sheet reconciliations and booking-related journals in the General Ledger
- Support the Finance team with month-end and year-end deliverables
- Support with other tasks as required by the Finance team, within known skills, knowledge and capabilities

At ChildFund Australia, all staff must remain alert and responsive to any child safeguarding or sexual exploitation, abuse, or harassment (SEAH) risks. Staff will acquire the knowledge and skills needed to understand our Child Safeguarding and PSEAH policies & procedures, promote strong safeguarding practices, and conduct themselves consistent with these policies.

Qualifications & Experience

- Experience in transactional accounting processes and/or working towards a degree in Accounting or Finance
- Proficient in Microsoft Excel

Desirable

- Sage Intacct experience
- Experience in accounts payable and bank reconciliations
- Previous experience with not-for-profits & the international development sector
- Demonstrated understanding of gender equality, disability, and social inclusion

Skills & Qualities

- Strong written and verbal communication abilities
- Exceptionally capable of working with a wide range of key stakeholders
- Ensures a high degree of accuracy in their work, and is keenly attentive to detail
- Pragmatic and effective problem-solver
- Confidently and proactively deals with issues and variances that arise

Childfund Australia's Values

Respect, Integrity, Collaboration, Change, Empowerment & Excellence

Department: Finance
Location: ChildFund Australia, Level 8, 162 Goulburn Street, Surry Hills NSW 2010
Employment: Part-time (0.6 FTE), 3 days a week, Permanent
Reports to: Financial Accountant
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 international development organisation that works to reduce poverty for children in developing communities. 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.

Our vision is a world without poverty where all children and young people can say: “I am safe. I am educated. I contribute. I have a future.”

ChildFund Australia directly manages and 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 – a global network of 12 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration

We provide a remuneration package that is attractive and fair; our remuneration framework ensures that we are aligned with 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

ChildFund Australia is supportive of flexible working arrangements; we encourage a culture of flexibility and encourage conversation between yourself and your manager about maintaining work-life balance. If the role allows, employees can choose to work up to two days from home per week.

Salary Packaging

As a not-for-profit organisation, our employees are eligible for salary packaging. The Australian Taxation Office (ATO) allows us to reimburse you for some of 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. UPRISE, our EAP system, combines multiple wellbeing initiatives to support your mental health and resilience.

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 our programs which protect, educate, and empower children and young people.