

ROLE TITLE:	Accounts Officer	BUSINESS UNIT:	Finance and Administration
CLASSIFICATION:			
POSITION NO:			
DATE:	January 2024	FTE:	0.6
REPORTS TO:	Manager, Finance and Operations	ROLES REPORTING TO THIS ROLE:	N/A
APPROVED:	January 2024		

ROLE PURPOSE:
 Poverty and injustice stop women and children from living their fullest lives. With supporter help and partnerships, women and children in the poorest countries will achieve their God-given potential. We are innovative, growing and committed to making a difference. INA is an international development organisation working with the poorest and most marginalised communities to eliminate poverty and its causes. Our local partners in Southeast Asia, South Asia, and the Pacific and supporters make this difference. We are one of a few fully Department of Foreign Affairs and Trade (DFAT)-accredited Australian NGOs working in international development. This accreditation means that we meet the highest program standards.

We encourage young Australians to care for the poor in the world through innovative partnerships with some of Australia’s leading schools. INA is different in our approach to international development:

Focus on the most marginalised women and children regardless of affiliation.

- Holistic community development through Education, Health, Livelihoods, Gender Equity, Climate Change mitigation programs and Humanitarian Assistance
- Eastern Africa, South Asia, Southeast Asia & the Pacific (Currently, Nepal, Ethiopia, Ghana, Uganda, India, Sri Lanka, Laos, Cambodia, Myanmar, and the Philippines).
- Localisation through partnering and learning with local organisation
- Educating a new generation in Australian schools
- We are a Christian organisation for social justice, equity and poverty reduction
- Our supporters and investors can connect to the field as partners for change
- We are effective and efficient

Finance and Administration has the overarching strategic objective to ensure effective governance and management of resources.

Reporting to the Manager Finance and Operations, the Accounts and Database Officer is responsible for ensuring INA’s effective accounting and CRM data function, including:

- Donation data input, receipting, reconciliations and helping to maintain the donor management system
- Management Reports Assistance
- Annual Budget preparation support
- Assist with the completion of Annual Financial Reports and Statutory Audit
- Maintain approved Policies and Procedures Manual as requested by Finance Manager or Compliance Officer

KEY OUTCOMES:

1. **Finance Function:** Bank and other accounting reconciliations; Assist with completion of month end Management Reports; Assist with preparation of the Annual Budget; Assist with completion of Annual Financial Reports and Statutory Audit; Finance and administration functions including data input and maintenance of accounting ledgers; Input online and bank deposit donations and help update and maintain donor management system; Maintain and reconcile Database with Accounting Ledgers; Process and reconcile bank and on-line transactions monthly. Creditors payments, overseas project transfers, data input and maintenance of the Accounting System; Assist with analysis of Appeals, National Visits and Campaigns; Maintain filing and records retention for accounting records.
2. **Compliance:** Support Finance Manager with Annual ACFID Code Compliance Self-Assessment, ACNC Governance standards, ASIC Updates and Annual Audit. Annual Overseas Project Audits.
3. **Database:** Annual Tax Receipts mailout and query management (e-version & mail); Receipting donations; one-off and monthly credit card and direct debit processing; Database management, assist the fundraising team with appeals and Campaign reports as required using the current CRM.
4. **Policies:** Maintain approved Policies and Procedures Manual where requested.
5. **Assets:** Support with maintaining the assets register.
6. Carry out backup tasks for the Donor relations role when required.
7. Other reports and projects as required by the Manager, Finance and Administration.

KEY RELATIONSHIPS / INTERACTIONS

Direct working relationship:

- Manager, Finance and Administration

Internal Working Relationships

- Marketing and Communications Team
- Donor and Engagement Coordinator

External working relationships

- Donors
- External stakeholders

QUALIFICATIONS

Essential: Tertiary Accounting Qualification

Desirable: Accounting/Bookkeeping experience
Database Experience

KEY SELECTION CRITERIA

The successful applicant will address the key outcomes criteria and the responses should demonstrate the capabilities and achieved outcomes.

The claims of each applicant will be assessed against the Key Selection Criteria. Applicants should frame their application in the context of the requirements of the role and its key outcomes. The selection panel will assess applications against the capabilities below, taking into consideration the context of the role and any specific abilities that have been identified as being relevant /necessary for the role.

KEY CAPABILITIES:

- Experience working in an Accounts role in Charity or NFP or relatable Finance experience and track record.
- Demonstrable commitment to the cause of international development.
- Highly developed interpersonal skills - demonstrated ability in establishing and building relationships with donors, and with internal and external stakeholders.
- Excellent written and verbal communication skills and the ability to communicate sensitively and respectfully with donors, and with internal and external stakeholders.
- Strong results orientation and attention to detail.
- Strong time management and organisational skills, with the demonstrated ability to manage multiple priorities and deadlines simultaneously.
- Strong commitment to the values of INA.
- An enthusiastic, energetic and self-motivated team player.

INA VALUES

- We are Christian
- We empower local communities
- We are a voice for the poor, the disadvantaged, and the oppressed
- We value and respect people of all ages, genders, races and creeds
- We demonstrate integrity and commitment
- We are stewards of natural, human, and financial resources

SPECIAL CONDITIONS

- A current driver's licence and the willingness to drive is a requirement
- Some out of hours work may be required from time to time
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Finance Manager
- The successful applicant is required to gain a relevant working with children and other required checks prior to being employed which must be renewed as required.
- Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).