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## FINANCE OFFICER POSITION DESCRIPTION

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**Reports to:** Chief Executive Officer

**Part-time:** 30 hours per fortnight (hours negotiable and can be staggered across days that most suit the successful candidate)

**Where:** Sydney (prefer at least one day in the office per week (may consider per fortnight). We support working from home, though some flexibility is required.

### **Organisational background:**

AHF's mission is to improve the quality of life of the people most in need in the remote areas of the Himalaya. Working with local partner NGOs and communities, AHF aims to help meet their priority needs through integrated improvements in education, health and the environment.

AHF was born from a foundational commitment to 'give back' to the communities that have so generously welcomed Australian and international climbers and tourists to the Himalayan region. We do this in two ways – raising funds to support education, health, environment and integrated community development initiatives, and lending expertise in the form of support and capacity building of our local partners.

AHF is committed to child protection and the prevention of sexual abuse and exploitation. Any offer of employment will require a Working With Children Check and endorsement of AHF's Code of Conduct and Child Safeguarding Code of Conduct. AHF is an equal opportunity employer. You must have the right to live and work in Australia to apply for this role.

### **The position:**

The Finance Officer (FO) is responsible for administering AHF's financial systems, processes and procedures to ensure effective planning, recording, tracking and reporting of AHF's financial operations; sound internal controls are followed; and accurate financial reporting to AHF stakeholders (including staff, Directors, DFAT, ACFID, ATO, ACNC and AHF donors).

The diversity of this role means the FO will be involved in many aspects of the organisation and will work closely with most roles, including the CEO, Operations Manager, Head of Fundraising and Communications, Head of Programs, and the Programs Manager.

The FO will administer AHF's financial operations meeting compliance requirements, including DFAT's ANCP requirements and accreditation standards, ACFID Code, ACNC and all legal regulations. The FO has the support of the external auditors as required. The FO is invited to attend the Board's Finance and Governance Committee (which meets quarterly).

## KEY ROLES AND RESPONSIBILITIES

### I. Financial Accounts, Recording and Reporting

- Oversee organisational finance work produced by internationally outsourced bookkeeping company, and ensure accuracy of:
  - all financial donations recorded with Job numbers and reconciled monthly
  - Monthly organisational financial reporting to CEO, include P&L, Cashflow, tied funding, budget comparisons and analysis as required
  - Monthly bank reconciliations and overseas aid transfers monthly
  - Quarterly BAS report, attend to lodgement and payment via ATO Portal, and annual FBT return
- Prepare quarterly financial reports for the Board and Committees as required
- Maintain MYOB Chart of Accounts, Job Numbers and reports in line with internal and external reporting requirements
- Prepare and report for EOFY (30 June) and annual audit, and liaise with the auditors
- Assisting with the financial data required for the annual report
- Maintain the Finance Procedures Manual
- Together with CEO, perform assessments of the organisations financial capacity
- Assist CEO and fundraising staff with information needed for CRM database Salesforce and ensure the financial records align across the organisation.
- Keeping up to date with financial compliance changes with regulators, and financial reporting bodies
- Liaise with DFAT as and when required
- Issue invoices to corporate sponsors and AHF grantors

#### Payroll and Accounts

- Calculate and reconcile salaries, wages, leave records and FBT fortnightly
- Review quarterly PAYG and superannuation calculated by outsourced company
- Ensure all account and supplier invoices are processed in an accurate and timely manner

### II. Budgeting and Planning

- Assist the CEO and team with developing the annual budgeting processes and cash flow modelling
- Input the budget into MYOB, and manage reforecast budgets
- Assist team members with the development of budgets and financial reports for proposals, programs, donors and events as required

### III. Programs Finance

- Assist the Programs Team with Financial Management of Project budgets, acquittals and reconciliations
- Assist Programs Team and CEO with calculation of Relevant Development Expenditure (RDE) for DFAT
- Ensure project budgets and acquittals are correctly accounted for in MYOB
- Assist Programs Team with Finance work in ANCP reporting e.g. Adplans
- Liaise with Foreign exchange provider and initiate funds transfers to partners
- Regularly updating partners with Anti-Fraud resources

### IV. Compliance

- Adhere to AHF Policies and Codes of Conduct
- Maintain standards in accordance with the ACFID Code of Conduct, DFAT ANCP requirements,

ACNC, ATO and other best practice guidelines

- Ensure that AHF systems, policies, processes and procedures are followed to mitigate risks, including fraud, theft, corruption, terrorism financing, and loss of income
  - Maintain robust filing systems for all finance management
  - Advise the CEO of changes to Statutory laws and financial best practice relevant to AHF
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**Our ideal candidate:**

- At least 5 years experience with a small to medium charity (would consider a similar sized company, but we have a strong preference for charity experience).
- Experience in MYOB AccountRight 2020 - including payroll and job management
- Savvy with Excel/Google sheets
- Comfortable with Google Drive and working in the cloud
- Experience dealing with regulators, ATO etc
- Ability to work in the office at least once per week/fortnight