

Finance Business Partner – Grants & Compliance

PURPOSE OF THE POSITION

You will assist on financial policy development and regulatory compliance and be responsible for implementing policies across country and regional programs. You work closely with our country office teams, providing capacity building on financial policy compliance and support on donor reviews. You also manage compliance requirements of ChildFund International country programs. You ensure that ChildFund Australia maintains the highest standard of accountability and integrity to its stakeholders.

KEY DUTIES

- Contribute to development, review and update of financial policies and responsible for roll out to country & regional offices and local partners;
- Support country, regional finance teams and partner organisations in development and implementation of finance procedures & internal controls;
- Support Head of Finance, Risk & Compliance in oversight of financial risk; internal audits and fraud case investigations;
- Capacity building of finance and non-finance teams on policies and compliance requirements;
- Assist country management team on budget, financial management, reporting, assurance and new ERP system management;
- Oversee terrorism financing and AML screening across the organisation;
- Lead the financial desk review process on ChildFund International countries;
- Engage with the international programs team on partner due diligence and partner management;
- Proactively support donor compliance reviews and project audits;
- Undertake country monitoring visits and internal audits of both ChildFund Australia and ChildFund International countries, following up on corrective actions;
- Monitor ERP system log and provide guideline on system data security and filing structure;
- Participate in cross-functional working groups and provide business partnership expertise and support departments in the organisation on demand basis (Organisational Strategy planning etc.,).

QUALIFICATIONS & EXPERIENCE

- Degree or equivalent in Accounting/Finance or related discipline with 5 years' work experience;
- CPA/CA or equivalent professional experience;
- Experience in compliance, auditing, or policy development;
- Financial reporting, modelling and analysis;

Desirable

- Experience in the International Development/aid sector;
- Working with cross-cultural teams and backgrounds;
- Facilitating training;
- Experience in donor compliance including DFAT accreditation;
- Advanced excel skills and knowledge of accounting systems.

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 stakeholder manager with strong interpersonal skills
- Pragmatic problem-solver and be able to navigate issues & achieve effective resolutions
- Ability to effectively manage multiple activities/tasks under pressure
- Top level thinker, with ability to pay attention to detail
- Commitment to continuous improvement in finance function

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 NSW 2010

Employment: Full-time, Initial two-year employment agreement, with option to extend upon mutual agreement.

Reports to: Head of Finance, Risk & Compliance

Other Information:

- Must have working rights in Australia
- International travel required (when permitted)





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 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. If the position allows, employees can choose to work up to 2 days from home per week.

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. 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.