



Australian Business Volunteers

Position Description: Financial Reporting and Governance Advisor

Position Ref: PAU011183

Partner organisation name: Cycle Tumbarumba

Partner organisation location: Snowy Valleys, NSW.

Key dates: Start ASAP

Assignment timeframes: 4-6 months @ 3-4 hours p/week (inc. slow-down period over Dec/Jan 2024)

Assignment mode/location: Online/remote.

Purpose of the Role

Cycle Tumbarumba is a small, incorporated community organisation and a member of AusCycling.

This assignment seeks to support their financial reporting requirements, which is closely related to their financial governance. You will need to;

- Understand the financial compliance requirements for this organisation, especially that required by NSW Fair Trade
- Review the financial reporting work currently undertaken. There is a possibility that there is more work being done than needed, but not enough understanding of what is essential and what is unnecessary.
- Provide advice on financial reporting requirements, financial recording/tracking methodology, and best utilisation of Xero.

Selection Criteria:

- Experience in accounting, financial reporting/management and governance
- Familiarity with, or ability to quickly acquire, knowledge relating to an incorporated associations reporting obligations (see *Additional resources and information* section below)
- Appreciation of capacity building rather than *doing for*

Attributes of volunteers seeking to work with ABV

- Respect for ABV staff, local communities, and their knowledge and experience
- Understanding and respect for cross-cultural contexts
- Exceptional communication skills (including interpersonal, written, verbal, non-verbal, and listening)
- Ability to read, listen to and manage community expectations and deliver accordingly
- Empathy, patience, and collaborative attitude
- Comfort in building relationships remotely (using online communication tools)
- Comfortable to trouble-shoot and manage ambiguity



- All volunteers who are traveling are required to be vaccinated against Covid-19 and must provide a Covid Certificate as proof of vaccination.

Prerequisites for undertaking volunteering assignments.

- To register with ABV (if not already registered):
 - ✓ At least 5 years relevant professional experience
 - ✓ You must be an Australian citizen or Australian permanent resident residing in Australia. Australian Citizens residing overseas may be considered on a case by case basis.
 - ✓ Willingness to complete a police check and Working With Children Check if selected before commencement
 - ✓ Willingness to be interviewed and have references checked
- Once you have passed registration phase:
 - ✓ Willingness to interview for the role with ABV program staff
 - ✓ Acceptable police check and Working with Children Check before commencement
 - ✓ Sign the ABV Letter of Agreement (Code of Conduct, etc)
 - ✓ Medical check, compliance with all travel, entry and in-country requirements (where international deployment is part of the assignment)
 - ✓ All volunteers who are traveling are required to be vaccinated against Covid-19 and must provide a Covid Certificate as proof of vaccination.

HOW TO APPLY:

Please submit your expression of Interest to recruitment@abv.org.au as soon as possible, confirming the following:

- The Role name and Assignment Number
- Confirmation that you are a registered volunteer with ABV **or** are willing to go through ABV's screening process to become a registered volunteer.
- If you are a Registered Volunteer - send a response to the selection criteria for the role, confirming you have relevant skills and experience.
- If you are not a Registered Volunteer – send your CV with a response to the selection criteria for the role, confirming you have relevant skills and experience.
- If there are any special considerations, we would need to make for you.

What will happen next?

- ABV will review all applications as they are received
- Shortlisted candidates will be sent a Terms of Reference (ToR) document (aka Assignment Description) and asked to confirm they believe they can fulfil the role requirements.
- Candidates will be advised whether they are shortlisted for interview.

ABV is an equal opportunity employer and Aboriginal & Torres Strait Islander peoples, people from culturally & linguistically diverse (CALD) backgrounds are encouraged to apply for this position.