

Position Description

Position title:	Senior Finance Officer
Department:	Finance Stream
Location:	Sydney, NSW
Reporting to:	Chief Financial Officer
Direct Reports:	Nil
Key Relationships:	Internal • Chief Executive Officer • Chief Partnership Officer • Heads of Portfolio • Senior Program Managers • Administration Officer External • External bookkeepers • External auditor

ABOUT THE ORGANISATION

Australian Business Volunteers builds on Australia's long history of volunteering both across our region and at home. We work at the intersection between business and community-led resilience and growth.

We utilise the skills and expertise of our pool of several hundred Skilled Business Professional (SBP) volunteers and numerous corporate partners. Together we source community-led opportunities and deliver impactful corporate social responsibility programs. We continue to build on our 40-year legacy of delivering lasting community-led change.

PURPOSE OF THE ROLE

As a part of a friendly, purpose-driven and hardworking team, the Senior Finance Officer will support the CFO in providing efficient, accurate and reliable financial information and assist in implementing and maintaining an effective and efficient financial reporting system.

This role is offered as a permanent part-time opportunity based in our Crows Nest office with the opportunity for a hybrid work arrangement (working some days in the office and some days from home). The position is offered at 22.8 hours per week worked over either three full working days (must include Wednesday) or spread over four to five days.

To be successful in this role you will need to have unquestionable integrity, strong attention to detail and a team-focused attitude

THE WAY WE WORK

ABV values collaboration and sharing of technical skills, experience and learning as imperative to the delivery of consistent, quality outcomes across all programs and partnerships.

The following principles guide the way we work together across the team.

Initiative

We take a strategic lead in working with communities, partners and all our stakeholders. We use our initiative to find opportunities for our programs, drive partnerships and engagement towards community outcomes, and drive the systems change needed for stronger communities.

Innovation

We are energetic and inquisitive. We are hungry to learn new things, engage with our community and do things differently. We explore innovative ideas, test our assumptions and create the opportunities communities need to be adaptable and sustainable.

Impact

We make a difference in everything we do. We look for ways to amplify our impact through systems change, leveraging our advocacy and evaluation work, to help our partners and funders create adaptable, sustainable and inclusive communities.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Prepare monthly, quarterly and annual financial reports for individual programs and whole of organisation
- Assist budget owners to analyse actual vs budget performance and to prepare program and portfolio financial forecasts
- Prepare financial acquittal reports to submit to funding partners
- Manage month end expense reconciliation process
- Analyse financial processes and implement improvements and efficiencies
- Use data modelling and reporting techniques to provide insights into performance
- Act as main point of contact for external bookkeepers

BUDGET AUTHORITY

None

SELECTION CRITERIA

Essential skills and experience

- Proficient in accounting systems and processes

- Proven experience in project budget development, monitoring and reporting
- Adept at Excel and data analysis and modelling techniques, such as pivot tables, Power Query and Power BI
- Experience in applying AI solutions to improve workflows, increase efficiencies and support business outcomes
- Demonstrated ability to efficiently manage month end reconciliation and staff reimbursements
- Experience in managing payroll and accounts payable functions
- Diploma or bachelor's degree in accounting or finance and minimum 3 years of directly related experience
- High integrity and ethical conduct
- Willingness to patiently work with and support colleagues as new policies and processes are implemented

Desired skills and experience

- Experience with Xero and DEXT accounting systems
- Experience working in a not-for-profit environment