



Position Description – Finance & Operations Officer

Work type

Full time

Location

East Melbourne

Background

Australian Communities Foundation (ACF) is a community of giving, powered by a courageous ambition: a fairer and more sustainable Australia. As a broker of change, we connect those who can give with the people and organisations leading the way. We seek to create a fairer Australia by activating a nation of givers and are Australia's only nationally focused community foundation.

ACF coordinates over 900 grants to the community each year to the value of roughly \$12.5 million through a donor-advised grantmaking program. ACF manages a discretionary fund, the Impact Fund, which gives ACF the opportunity to focus on high impact philanthropy and further enable ACF's leadership alongside its wider community of donors and other collaborators in the philanthropic sector.

Position Purpose

The Finance & Operations Officer role reports to the Finance & Operations Manager. The objective of the role is to provide ACF with the necessary information and operational infrastructure to manage its financial and operational requirements.

Position Summary

The Finance & Operations Officer is responsible for:

- Daily financial processes
- Legal and regulatory compliance
- Month end accounting reconciliations
- Client support
- Operational Support
- Supporting the Finance & Operations Manager and Chief Financial & Operations Officer (CFO/COO)

Key Responsibilities

Financial processes

- Accounts payable and receivable, including grant payments and donations
- Reconciliation of bank accounts, credit cards and petty cash
- Ensure that expenditure is controlled, appropriately authorised and in line with budgets
- Preparation of cashflow forecasts
- Assist in preparation and co-ordination of annual financial planning and budget process
- Provide regular reports to Finance & Operations Manager and CFO.

External Reporting, Compliance and Risk Management

- Preparation and lodgement of BAS, IAS, FBT and franking credit returns
- Preparation of annual financial statements, including liaising with external auditors
- Maintain an appropriate internal control framework supported by relevant financial and risk management policies
- Ensure compliance with all requirements for regulators and funders; including preparation of annual returns where required.

Month-end accounting reconciliations

- Preparation of monthly accounting reconciliations and journals
- Preparation of month end reconciliation for ACF sub-funds, including attribution of investment gains/losses, administration and investment fees
- Assist Donor Services team with queries from donors on their sub-funds.

Client Services

- Provision of financial services to ACF clients (may include bookkeeping, cashflow reporting, budgeting, financial reporting etc.)
- Provision of secretariat services, including compilation of meeting papers, attendance at meetings, preparation of meeting minutes and follow-up of action items from the meeting
- Monitoring of time spent and supporting Finance team to ensure that services are provided within budget
- Be a contact person for ACF client relationships.

Operational Support

- Contribute to ACF's business and IT systems and support the financial aspects of all systems
- Monitoring of ACF's policy register and ensuring periodic review of ACF policies
- Support special business projects as required from time-to-time.

Other

- Assist Finance & Operations Manager in the coordination and preparation of Finance, Risk, Audit and IT (FRAIT) and Investment Committee (IC) papers, documentation and submissions.
- Assist Finance & Operations Manager with any action items from the meetings
- Assistance to the Finance & Operations Manager, CFO and the Senior Management Team with special projects as required from time-to-time.

Key Selection Criteria

- Tertiary qualifications in accounting, commerce, finance and/or related discipline
- Understanding of current relevant legislation relating to finance and accounting
- Relevant professional experience – with experience in the not-for-profit sector and/or philanthropic entities advantageous
- Ability to work cohesively in a small team as well as autonomously
- Ability to work productively with time pressures while managing multiple tasks and competing priorities
- Advanced computer skills with working knowledge of Xero and Excel advantageous
- Proven stakeholder relationship management – ability to build relationships and strategic partnerships with ACF stakeholders
- Good interpersonal skills and communication
- Ability to solve problems and use initiative when required.

Team Expectations

- Demonstrate ACF vision, values and culture in your daily work
- Take a proactive role in promoting equality and anti-discriminatory practice
- Be aware that you have a duty of care for the health and safety of yourself and others.
- Assist in maintaining harmonious workplace relationships by openly and efficiently communicating with internal Board, staff, volunteers and external parties
- Be an active, positive team member by demonstrating a willingness to help and support in all areas as required.