**Job description: Finance Officer, South East Asia and the Pacific Department**

**Job Title:** Finance Officer, South East Asia and the Pacific Department

**Location:**  Melbourne, Australia

**Reporting to:**  Senior Finance Officer, South East Asia and the Pacific Department

**Duration:**  Fixed term until February 2022

**Conciliation Resources**

Conciliation Resources is an independent international organisation working with people in conflict to prevent violence, resolve conflicts and promote peaceful societies. We believe that building sustainable peace takes time. We provide practical support to help people affected by violent conflict achieve lasting peace. We draw on our shared experiences to improve peacebuilding policies and practice worldwide. We have worked in the South East Asia and the Pacific regions since 1994 and currently have four programmes: A regional Pacific Programme, a Fiji Programme, a Papua New Guinea Programme and a Philippines Programme.

We work with partner organisations and individuals to create an environment in which long-term change is possible, supporting key actors in the conflicts (officials, civic actors and politicians) to explore options for progress through dialogue, analysis and access to new thinking; engaging with hardliners and enabling broad participation including marginalised groups. We help civil society groups become more effective in advocating for rights, encouraging debate and achieving policy change, which will contribute to potential reconciliation.

**Job Purpose**

We are headquartered in London, with a branch office in Melbourne (Conciliation Resources Australia). The SEAP Department also has team personnel and offices spaces in the Philippines and Fiji.

The Finance Officer will have responsibility for a range of finance functions and services. The role is responsible for providing technical finance assistance to the organisation including the programme teams to ultimately support the delivery of the work of Conciliation Resources.

The Finance Officer works closely with others in the Finance Team and other staff across Conciliation Resources as well as our organisational partners. This is a key role in both delivering and assist in developing our financial controls framework, processes and procedures and being able to respond and solve problems.

**Specific Responsibilities and Tasks**

**Finance Operations**

* Responsible for day to day entry of financial information and maintaining all financial records for projects and for the organisation in accordance with established financial procedures.
* Responsible to support the handling key aspects of the end to end process for processing and posting income and expenditure entries onto Conciliation Resource’s financial system.
* Responsible to support Conciliation Resources Australia accounts payable function.
* Be responsible to support a number of month-end and quarter-end account reconciliations.
* Ensure that supplier details are maintained and updated at all time in the accounts system and organisational database.
* Process authorised transactions following established accounting procedures and ensure they are charged to the correct approved budget.
* Maintain proper physical and electronic files and folders including current and archived information to enable retrieval of information by the organisation and others.
* Maintain and update payment / receipt / payment logs.
* Responsible to support the fixed asset register and process relevant journals as required.
* Other ad hoc finance duties as required.

**Statutory requirements and Payroll**

* Assist with the statutory reporting of accounts.
* Assist with administration of the monthly payroll processing cycle including all aspects of adjustments, PAYG withholding, superannuation contributions and settling our liabilities.
* Complete Conciliation Resources’ quarterly GST return.
* Assist with branch office donor audit processes when required.
* Assist in the preparation of the year-end audit file for internal and external audit processes as requested.

**Financial Management and Reporting**

* Support month end procedures in line with reporting to the budget holder in accordance with agreed deadlines.
* Coordinate with programme team for partner finances, liaising with colleagues to resolve queries.
* Assist with donor reports, transaction lists and make corrections according to compliance needs as required.
* Respond to internal & external payment queries and take corrective actions when needed.
* Assist teams to meet their financial responsibilities and compliance with the accounting and reporting requirements.
* Contribute to Conciliation Resources Australia part of the report to the Executive Management Team and board on a quarterly basis.

**Other Responsibilities**

* Participate in internal meetings and organisation wide meetings and initiatives when required.
* Participate in regular line management sessions, semi-annual and annual appraisals and keep the HR Information System up to date.
* To provide cover for other members of the Finance team during holidays, sickness or other absences and in emergencies.
* Perform other duties and tasks across Conciliation Resources Australia, consistent with the skills and expertise of the post-holder, as required in non-routine circumstances.
* Coordinate and seek advice from London finance team when necessary.
* Positively engage in Conciliation Resources’ work on safeguarding and help us keep all people safe.
* Support the organisation and delivery of cross-team or cross-organisational learning lead by Conciliation Resources and actively participate in learning initiatives or activities within the organisation.

**Person Specification**

**Essential Knowledge and Experience**

* Graduate study or local equivalent by experience in accounting, business, finance or similar.
* Proficient knowledge of an accounting system.
* Proficient knowledge of MS Office (excel) and database software.
* Experience of using financial accounting software to maintain ledgers, prepare bank reconciliations, exporting data for subsequent interpretation and other financial systems to place orders or retrieve information to support budget holders and keeping organisation financial records up to date.
* Experience of undertaking a range of financial administrative duties including data input and retrieval.
* Excellent numeracy and accuracy skills with a high level of attention to detail.
* Able to work quickly and accurately to tight deadlines.

**Desirable Knowledge and Experience**

* Qualified through experience or professional / academic qualification in accounting such as CPA, CA ANZ, IPA, ACCA or CIMA, or progress towards.
* Knowledge of AASB accounting standards for charity accounting.
* Knowledge of ATO regulations including payroll and GST.
* Experience of handling financial reporting to institutional donors such as the DFAT and EU.
* Experience of handling an organisation’s payroll processes.
* Experience of processing financial transactions for expenditure in multi-currencies.
* Experience of working with staff who are not office based on financial issues.

**Other Role Requirements**

* Excellent computer and IT skills, preferably in a Mac environment including Excel and Word.
* Excellent English verbal and written communication skills.
* Good problem-solving skills/innovative.
* Willingness to be self-servicing, with a proven ability to work as part of a team as well as independently.
* Commitment to our goals and values.