

AVI Position Description – Senior Accountant - AVI

POSITION TITLE: Senior Accountant Full Time <i>(0.8 PT Considered)</i>	CLASSIFICATION: AVI Band 4	PROGRAM: AVI	DATE: January 2021
LOCATION: Melbourne	REPORTS TO: CFO	POSITIONS REPORTING TO THIS ONE: None	
<p>ORGANISATION</p> <p>AVI is an Australian not-for-profit organisation committed to achieving economic and social development outcomes across Asia, the Pacific and the world. AVI believes in self-determination with locally owned and led change. We work for a peaceful, sustainable and just world by partnering with people and organisations to share skills, knowledge and experience to achieve the positive change and development goals they seek.</p> <p>As an international development not-for-profit with 150 staff, AVI has offices in Melbourne and 22 countries internationally supporting students, volunteers and mentors in 28 developing countries.</p> <p>AVI is a managing contractor for DFAT with \$195m under management, predominantly under the Australian Volunteers Program.</p>			
<p>KEY OBJECTIVE:</p> <p>The Senior Accountant will be a key role in leading the financial processing and reporting at AVI. This role will be responsible for an accurate and timely month end close process and reconciliations, monthly financial reporting and analysis and annual reporting processes. They will play a key role in developing and enhancing existing reporting for Project Managers, Executive team, Board Committees, and the Board. This includes cashflow reporting and bespoke reporting for Project Managers. They will be a key owner of the Finance ERP (NetSuite), and together with the CFO lead the process of the annual budgeting cycle and annual external audit and year end accounts. Together with the CFO and Finance Co-Ordinator they will play an important role in undertaking the reporting and analysis for various AVI programs and projects.</p>			
<p>RELATIONSHIPS AND INTERACTIONS:</p> <p>Internal</p> <ul style="list-style-type: none"> • CEO • CFO • AVI Budget Owners • AVP Finance Manager • Payroll & Finance • Shared Services Administrator <p>External</p> <ul style="list-style-type: none"> • Vendors and Providers for various Finance related services • Auditors 		<p>PHYSICAL DIMENSIONS:</p> <p>This role requires the ability to:</p> <ul style="list-style-type: none"> • Sit or stand for long periods, as well as regular bending, crouching and reaching. • Use an appropriate lifting technique to manually handle office files and items. • Operate a computer accommodating reasonable adjustments. • React to a display (computer screen) throughout the workday. • Use a telephone within reasonable adjustments (including use of headset). 	

<p>DECISION MAKING: This role works under the direction of the CFO. This role will conduct tasks, and activities requiring the use of expertise in finance, risk and/or accounting. The Senior Accountant will support the CFO in ensuring responsibility for AVI operating within budget and achieving its financial goals. This role will collaborate with the CFO regarding finance priorities, expenditure and negotiation with external stakeholders. This role provides high level advice to support decision making. The role works independently to ensure outcomes are delivered, and supports the decision-making process, based on the advice the role provides.</p>	<p>POSITION DIMENSIONS: This position is not accountable for a budget.</p>
<p>KEY CHALLENGES</p> <ul style="list-style-type: none"> • Effective time management and prioritisation to meet deadlines with multiple concurrent time-sensitive activities and tasks. • Monthly reconciliations of, in particular payroll deductions across over 20 countries. • Understanding the project accounting of managing large and varied government contracts 	
<p>VALUES We expect all our employees demonstrate the ability to uphold AVI Values through behaviour, leadership, and projects. Our Values are: Equity and Social Justice, Diversity and Inclusion, Integrity, Partnership, Solidarity and Respect</p>	
<p>KNOWLEDGE AND EXPERIENCE REQUIREMENTS Knowledge and demonstrated experience in:</p> <ul style="list-style-type: none"> • Demonstrated experience managing accurate month and year-end financial processes • Experience in the analysis, interpretation, evaluation and dissemination of financial and other business information to support business decision-making • Strong budgeting and forecasting skills • Solid understanding of finance ERP systems • Understanding of NGO sector and relevant performance drivers in international development (desirable) <p>Skills and Attributes</p> <ul style="list-style-type: none"> • Excellent financial literacy and strong attention to detail • Strong understanding of Financial Accounting • Strong analytical and influencing skills to support staff and other stakeholders to manage processes and improvements • Strong computer literacy, including Excel skills, and the capacity to develop and enhance system solutions. Ability to be system owner of key Finance systems • Ability to display initiative, adaptability and work independently as well as part of a team • Strong communication and interpersonal skills <p>Qualifications</p> <ul style="list-style-type: none"> • Tertiary qualification in Accounting/Finance and relevant experience working in a similar finance role • CA/CPA qualification 	

ACCOUNTABILITIES		
KEY RESULT AREA	KEY ACTIVITIES	PERFORMANCE MEASURES
Core Accounting – Month end and year end	<ul style="list-style-type: none"> • Lead the month end close process • Prepare various monthly standard journals (including corporate support allocation) and key account reconciliations • Lead the Income in advance, payroll and associated deduction journals (in conjunction with the Finance Co-Ordinator) and fixed asset journal process • Manage the month end FOREX rates in the Finance system and perform quarterly detailed reconciliations • Monitor the operation of the financial management system to ensure risks are appropriately identified • Manage and perform the year end close and together with the CFO play a key role in the year end external audit and accounts 	<ul style="list-style-type: none"> • Completion of month end processes in accordance with timetable set • Completion of year end audit (unqualified) in accordance with ASIC/ACNC timelines.
Reporting / Budgeting	<ul style="list-style-type: none"> • Monthly reporting and meeting with program and cost centre managers to go over results and support timely budgeting • Lead the production of month end reports for OLT (Organisational Leadership Team) and FARM (Finance, Audit and Risk Committee) • Together with the CFO lead the annual budgeting and forecasting process at AVI. • Provide regular and ad-hoc data to meet a diverse range of needs – e.g. ACFID, ACNC • 	<ul style="list-style-type: none"> • At least quarterly meetings with all Program managers • Annual budgeting and stakeholder reporting (ACFID, ACNC etc) reporting completed on time
Finance Systems Support and Compliance	<ul style="list-style-type: none"> • Support the CFO / AVP Finance Manager to improve business systems, processes and procedures to ensure efficiency and strategic alignment. • Assist and advise AVI staff in utilising the finance system (NetSuite), prepare reconciliations and other functions • Provide support to staff across the program to assist them in understanding financial information, manuals, policies, procedures and reporting requirements • Assist in providing information and data for internal audit requirements as required 	<ul style="list-style-type: none"> • Ensure that NetSuite issues / queries are resolved in a timely manner • Strong role in ongoing education regarding the AVI Finance manual and associated finance procedures.

<p>Business Partnering and Communication Management</p>	<ul style="list-style-type: none"> • Develop and maintain proactive and productive working relationships with both internal and external clients • Provide analytical insights and project costings to managers • Liaise with country office staff on finance transaction queries and develop their knowledge and capacity in the NetSuite finance system 	<ul style="list-style-type: none"> • Feedback about usability of reporting output for project managers • Feedback about analysis from project managers and country office staff
<p>Team Work</p>	<ul style="list-style-type: none"> • Develop and maintain proactive and productive working relationships with both internal and external stakeholders • Communicate information as appropriate with relevant team members to ensure they have up-to-date information • Participate in team activities and meetings demonstrating respect and consideration for individual experience and expertise. • Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of AVI 	<ul style="list-style-type: none"> • Mutually respectful and collaborative working relationships within and between teams • Feedback from stakeholders
<p>ADDITIONAL REQUIRMENTS:</p> <ul style="list-style-type: none"> • In addition to the above, any and all other duties and responsibilities are to be performed as required and consistent with this role • This role may require some work outside of regular hours • Understanding of, and commitment to, EEO and privacy principles • A Background and Security and commercial credit check will be performed as a requirement of this role • An offer of employment to this role is subject to a satisfactory criminal record check. This may include appropriate international police clearances if you have lived in a country (or countries) outside of Australia for a period of more than 12 months in the last five (5) years • Continued employment may be subject to additional security checks from time-to-time 		