

JOB DESCRIPTION

DATE APPROVED: 25 JULY 2018

Organisation:	Adara Development (Australia) - 80% Adara Advisors Pty Limited - 20%
Location:	Sydney, Australia
Employment status:	Full time
Reports to:	Finance Manager
Direct reports:	None

OVERALL JOB GOAL

To assist the Finance team with the day to day monitoring and controlling of the organisation's accounting and financial operations, ensuring effective reporting and control of compliance, audits, capital expenditure, and assets for the global operations of the Adara Group.

KEY

1. Update accounting records and prepare reports

- Process supplier invoices on a weekly basis with a high level of accuracy. This includes ensuring all payments are properly authorised, expenditures are coded to the right costs centres, and expenses are in line with policies
- Process donations, raise donor invoices, and ensure cash balances and donation reports are up to date with a high level of accuracy and adherence to internal and external policies
- Prepare and post journal entries, and reconcile balance sheet accounts
- Analyse and provide commentary for accounts and financial/management reports.

2. Reporting - monitor compliance with all relevant financial regulations

- Assist in monitoring and ensuring compliance with internal and external financial and regulatory requirements, including the annual audit
- Prepare statutory returns, as required by jurisdiction, such as BAS, FBT, Form 990, Charity Commission Returns, and Uganda Revenue Authority returns
- Prepare donor and grant reports, as required.

3. Champion the use of Adara Group's accounting system, Microsoft Great Plains (GP), Management Reporter (MR), and various databases

- Establish and update GP, MR, SQL procedures, as needed
- Train finance team members on effective and efficient use of GP/Management Reporter

4. Communicate timely and accurate information to relevant stakeholders

- Update bank signatories and bank information, as required
- Assist in the development of policies and procedures for use both within the Global Support Office (GSO) and for overseas offices.

5. Work collaboratively with Adara Finance Team members and stakeholders

- Collaborate with team members on projects and daily tasks, and maintain open communication across all departments
- Manage banking relationships across Adara Group
- Provide support during the annual budgeting process.

QUALIFICATIONS AND EXPERIENCE

- At least three years of relevant accounting experience, including exposure to activities such as processing invoices, general accounting, financial analysis and reporting
- Relevant finance or accounting degree
- CA/CPA qualified.

ESSENTIAL COMPETENCIES

- Experience using mid-size ERP software, preferably Microsoft GP or QuickBooks
- Keen interest in developing skills within financial/management accounting principles
- Strong attention to detail
- High level of written and verbal communication skills
- Ability to analyse and effectively communicate financial information to non-financial colleagues
- Ability to liaise at an executive level and to work under pressure
- Ability to manage and take responsibility for financial processes
- Team player and good collaborator
- A passion for social justice.

DESIRABLE COMPETENCIES

- Advanced Microsoft Excel skills
- Experience managing databases or data visualisation systems
- Non-profit experience

KEY CONTACTS

Internal Contacts

- Staff at all levels across the globe

External Contacts

- External Auditors
- Government officials
- Bank officials
- Customers and suppliers