

JOB DESCRIPTION

DATE APPROVED: 28 APRIL 2023

Organisation:	Adara Development (Australia) - 80% Adara Advisors Pty Limited - 20%
Location:	Sydney, Australia
Employment status:	Full time
Award:	Social, Community, Home Care and Disability Services Award
Reports to:	Financial Controller
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 RESPONSIBILITIES

1. Update accounting records

- Process donations, raise donor invoices, and ensure cash balances are up to date with a high level of accuracy and adherence to internal and external policies
- Prepare month-end journal entries
- Reconciliation of general ledger accounts

2. Reporting

- Prepare monthly financial results for the Adara entities including budget vs actual and balance sheet analysis
- Assist in monitoring and ensuring compliance with internal and external financial and regulatory requirements which includes the preparation of annual Financial Statements
- Prepare annual budgets
- Prepare donor and grant reports, as required
- Prepare other statutory returns, as required by jurisdiction, such as BAS, FBT, IAS and Charity Commission Returns

3. Communicate timely and accurate information to relevant stakeholders

- Liaise with external auditors during the audit process

4. Work collaboratively with Adara Team members

- Collaborate and share knowledge with team members on projects and daily tasks, and maintain open communication across all departments

QUALIFICATIONS AND EXPERIENCE

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

ESSENTIAL COMPETENCIES

- Experience using mid-size ERP software, preferably Microsoft BC
- 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
- An interest in international development

DESIRABLE COMPETENCIES

- Intermediate Microsoft Excel skills
- 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