

# PART-TIME FINANCE OFFICER



## JOB DESCRIPTION

JUNE 2026

Organisation:	Adara Development (Australia) - 80% Adara Advisors Pty Limited - 20%
Location:	Sydney, Australia
Employment status:	Part Time (3 days per week)
Award:	Social, Community, Home Care and Disability Services Award
Reports to:	Finance Manager
Direct reports:	None

### OVERALL JOB GOAL

To support the Finance team with the day-to-day management of Adara's accounting and financial operations, with responsibility for accounts payable, supplier payments, staff expenses, reconciliations, month-end processes and reporting support. The role requires strong attention to detail, sound accounting experience, timely processing, and adherence to Adara Group policies and procedures.

### KEY RESPONSIBILITIES

#### 1. Managing customer and vendor invoices and payments

- Process supplier invoices for all Adara entities on a weekly basis with a high level of accuracy.
- Ensure all payments are properly authorised, expenditure is coded to the correct cost centres, and expenses comply with Adara policies.
- Processing vendor payments on a timely basis.
- Handling invoice queries and reconciling supplier statements.
- Preparing and sending remittance advice to suppliers.
- Review and process staff expenses, including corporate credit card reconciliations.
- Prepare customer invoices for the Adara Businesses as instructed.
- Monitor cash balances.

#### 2. Update accounting records and prepare month-end reconciliations

- Prepare month-end journal entries for review.
- Reconcile supplier accounts and selected general ledger accounts.
- Prepare monthly balance sheet reconciliations for specified Adara entities.

#### 3. Reporting

- Prepare management accounts for specified Adara entities, including budget versus actual reporting and balance sheet analysis, for review by the Finance Manager.
- Assist in the preparation of annual budgets for the Adara Businesses.
- Prepare statutory returns, such as BAS, for review before lodgement.

#### 4. Work collaboratively with Adara Finance Team members and stakeholders

- Provide support during the Adara Development annual budgeting process.
- Collaborate with team members on projects and daily tasks and maintain open communication across all departments.
- Provide support for the team during audit time by sourcing samples and extracting data.

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## **QUALIFICATIONS AND EXPERIENCE**

- Relevant experience in accounts payable, bookkeeping, finance administration or a similar accounting support role.
- Experience preparing reconciliations, processing payments and supporting month-end finance processes.
- A relevant finance, accounting or bookkeeping qualification is desirable.

## **ESSENTIAL COMPETENCIES**

- Strong Microsoft Office skills, particularly Excel.
- Experience using Microsoft Business Central or a similar accounting system.
- Strong attention to detail
- Confident, proactive, flexible approach
- Ability to prioritise competing tasks and meet deadlines.
- High level of written and verbal communication skills
- Ownership of tasks, with the ability to follow work through to completion at a high standard.
- Team player and good collaborator
- A passion for social justice

## **DESIRABLE COMPETENCIES**

- Intermediate Microsoft Excel skills

## **KEY CONTACTS**

### **Internal Contacts**

- Staff at all levels across the globe

### **External Contacts**

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

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# THE ADARA GROUP

## OUR CULTURE AND VALUES

WE, THE ADARA FAMILY, UPHOLD THESE VALUES AT ALL TIMES...

### COMPASSION

- Our reason to be is to provide support to vulnerable women, children and their communities living in extreme poverty
- We believe everyone has a right to health and education services no matter where they live

### TEAM WORK

- We work as a team and we support each other
- We are open, honest and kind
- Failure and mistakes are OK – this is how we learn and grow
- We make Adara a happy and productive place to work

### MUTUAL RESPECT

- We listen to other people's point of view
- We celebrate and promote diversity
- We abhor discrimination in any form

### INTEGRITY AND EXCELLENCE

- We act with deep respect, integrity and humility
- We strive to be fair to everyone on the team
- We work to a standard of excellence

### PASSION

- We work hard
- We laugh and we have fun
- We are optimistic and positive
- We don't count hours: we measure outcomes

### UNCONVENTIONALITY

- We think outside the box
- We are not afraid to be different