

PART-TIME FINANCE OFFICER



JOB DESCRIPTION

SEPTEMBER 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. Manage 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.
- Process supplier payments on a timely basis.
- Handle invoice queries and reconcile supplier statements.
- Prepare and send remittance advice to suppliers.
- Review and process staff expenses, including corporate credit card reconciliations.
- Prepare sales invoices for the Adara Businesses as instructed.
- Monitor bank account balances and identify funding requirements.

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 lodgment.

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.

QUALIFICATIONS AND EXPERIENCE

- At least 2 years 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.
- 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

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