

Job Description

Finance and Operations manager

Title: Finance and Operations manager, 3 days per week, (0.6 FTE)

Mission: Australian Doctors International (ADI) demonstrates its commitment to upholding the universal right to health care by working with local partners to provide and strengthen health services in rural and remote communities.

Scope: The Finance and Operations Manager oversees the day to day activities of the accounting function and ensures the function is organised, efficient and produces accurate financial accounts; maintains ledgers in MYOB, payroll, spreadsheets, and insurance records; prepares financial statements and reports, including for ATO, ACFID and ANCP, and PNG Statutory requirements; is responsible for finance policies and procedures including fraud and manages the bookkeeper.

Reports to: CEO

Manages: Book keeper (2 days a week)

Responsibilities	Key Duties
Manage financial transactions	<ul style="list-style-type: none"> • Ensure that accounts payable are paid in a timely manner • Ensure that accounts receivable is collected promptly • Record and allocate all income • Ensure that monthly bank reconciliations are completed • Oversee payroll process (Aust and PNG); manage outsourcing of salary packaging • Ensure procedures are in place for MYOB general and job costing ledgers and coding of all financial transactions • Maintain integrity of MYOB accounting system and supporting Excel spreadsheets • Maintain up to date banking signatories; submits banking delegations at time of approval of annual budget or as necessary. • Maintains and updates the Chart of Accounts
Production and interpretation of periodic	<ul style="list-style-type: none"> • Timely production of monthly balance sheet, statement of profit and loss, cash flow report for Finance and Audit Committee and Board • Prepare monthly project management accounts • Interpret financial information and makes recommendations

financial reports	<ul style="list-style-type: none"> • Assist in the preparation of the annual budget for approval by Finance Committee and Board • Assist with any ad hoc requests e.g. contributions to budget development for new projects/grants
Prepare and submit donor/sponsor, acquittal and compliance reports	<ul style="list-style-type: none"> • Submit Australian quarterly BAS return • Prepare and submit quarterly PNG GST report Maintain RDE records and submit RDE report to ACFID by the end of March each year • Maintain fixed asset register and goods in kind register (with bookkeeper) • Reconcile accounts periodically and submit six monthly acquittal, • Assist in preparation of donor/sponsor reports • Reconcile and submit DFAT/ANCP financial report • Assist Treasurer and external auditor with any reports/information required for any external authorities, including DFAT, ACFID, ATO.
Insurance	<ul style="list-style-type: none"> • Prepare and submit renewals for insurances • Submit and manage insurance claims process • Maintain up to date insurance files
Information Technology	<ul style="list-style-type: none"> • Manage relationship with IT outsourced service provider
Policies and Procedures	<ul style="list-style-type: none"> • Maintain and improves a system of controls of ADI's financial system • Recommend changes to financial policies and procedure and make recommendations to the Board as needed • Maintain a comprehensive set of controls and budgets to manage financial risk and fraud in PNG and Australia
Other	<ul style="list-style-type: none"> • Ensure ADI staff are well briefed on Finance Handbook • Brief overseas volunteers on accounting procedures, controls, authorities and processes prior to departure • Contribute to the development and implementation of the ADI Annual Business Plan • Keep abreast of changes in reporting for ACFID, DFAT • Adhere to ADI compliance schedule

Position criteria:

Qualifications

- CPA/CA qualified
 - A degree in accountancy
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- A minimum of 5-8 years' work experience
 - Advanced excel skills
 - Excellent skills in MYOB (note other software experience)
 - Demonstrated organisational skills, attention to detail and ability to multitask
 - Self-starter and logical thinker
 - Experience in the not for profit sector and/or development sector
 - High level of communication skills including cross cultural situations
 - Demonstrated ability to manage confidential and sensitive issues
 - Ability to take initiative and develop solutions and work in a small team
 - Time management and meeting deadlines
 - Proficiency across MS Office Suite
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- A passionate and energetic team member with a genuine interest in contribution to a small NGO working for a healthier PNG