

## PROJECT FINANCE OFFICER

### Job Description

Key Position Information	
<b>Job title</b>	Project Finance Officer
<b>Reports to</b>	Chief Operating Officer (COO)
<b>Location</b>	North Sydney, Australia
<b>Salary package</b>	Commensurate with experience of the candidate (salary packaging available)
<b>Hours</b>	Part Time (2-3 days per week with flexible arrangements available)
<b>Duration</b>	Ongoing
<b>Review</b>	Subject to performance review against agreed indicators
<b>Purpose</b>	The Project Finance Officer is responsible for supporting the Finance aspect of AOP's global projects across 12 countries
<b>Key relationships</b>	The Project Finance Officer works closely with in-country partners, Finance team and Program staff
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• A Bachelor's degree in Accounting or Finance</li> <li>• Proven experience in a similar role (minimum two years)</li> <li>• CA/CPA desirable but not a must</li> <li>• Excellent Excel skills</li> <li>• Excellent written and oral communication skills</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• The highest levels of integrity</li> <li>• Personal values aligned with organisational values</li> <li>• High attention to detail</li> <li>• A passion for change, continuous improvement, and striving for doing things differently</li> <li>• Collaborative, inquisitive, and pragmatic</li> </ul>
<b>Travel</b>	Upto 10 days per year of domestic and/or international travel
<b>Policy &amp; Conduct</b>	All employees of Action on Poverty make a personal commitment to the organisation's mission and values, and indicate this by signing Action on Poverty's Staff Code of Conduct. It is expected that personal and professional conduct will be consistent with all expectations set out in Action on Poverty's policies and Employee Manual.

About Action on Poverty	
<b>Our vision</b>	For all people to transcend the injustice, indignity, and inequality of entrenched poverty.
<b>Our mission</b>	To empower local changemakers to break the cycle of poverty in their communities.
<b>About us</b>	Established in 1968, Action on Poverty (AOP) is an international development organisation that works with vulnerable communities across Africa, Asia, and the Pacific. Together with our network of partners, we have been helping poor and vulnerable communities lift themselves out of poverty for over 50 years.

	<p>From helping rural Timorese families grow their own nutritious foods, to helping marginalised women in Cambodia start their own business – we target people with their own vision for change and help them make a difference that lasts.</p> <p>We are experts in connecting people, resources, ideas, and data to take action on poverty. We foster partnerships that connect Australians with disadvantaged communities to tackle global development challenges. We believe that everyone has a role to play in creating a more just and equal world, and we're here to amplify the voices and actions of others. We believe that together we can go further.</p> <p>AOP is fully accredited with the Australian Government, holds Deductible Gift Recipient (DGR-1) status, and is an authorised member of the Overseas Aid Gift Deduction Scheme (OAGDS).</p>
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## Principal Accountabilities

- Ensuring the accuracy and integrity of financial records and compliance with statutory, DFAT, and ACFID requirements for projects
- Monitor, review, and report on financial performance of global projects operating in Africa, Asia, and the Pacific
- Assist Program team with Funds Transfers and partner due diligence
- Improve Finance processes both internally and of our partner organisations in various countries
- Conduct internal audits and strengthen internal controls for projects
- Assist in ad hoc analysis on a needs basis
- **Previous experience within the international development sector will be highly regarded**

## How to Apply

Send a CV and cover letter to Meghal Shah, COO, at [info@actiononpoverty.org](mailto:info@actiononpoverty.org) by COB Friday 9 April 2021.