

PROJECT FINANCE ACCOUNTANT

Job Description

Key Position Information	
Job title	Project Finance Accountant
Reports to	Finance Manager
Location	50 Miller St, North Sydney NSW 2060
Salary package	Commensurate with experience of the candidate (salary packaging available)
Hours	Part time (4 days per week – 2 days from home and 2 days from office)
Duration	1 year
Review	Subject to performance review against agreed indicators
Purpose	The Project Finance Accountant is responsible for supporting the Finance aspect of AOP's global projects across 12 countries
Key relationships	This role works closely with in-country partners, Finance team and Program staff
Qualifications and experience	<ul style="list-style-type: none"> • Proven experience in a similar role (minimum 2 years) • CA/CPA desirable but not a must • Excellent Excel skills • Excellent written and oral communication skill • Experience improving in country partner capacity
Personal characteristics	<ul style="list-style-type: none"> • The highest levels of integrity • High attention to detail • A passion for change, continuous improvement, and striving for doing things differently • Collaborative, inquisitive and pragmatic • Good interpersonal skills
Travel	Up to 20 days per year of international travel
Policy and conduct	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 Safeguarding 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 Staff Manual. All employees are subject to ongoing Police Checks and Working with Children Checks.

About Action on Poverty	
Our vision	For all people to transcend the injustice, indignity, and inequality of entrenched poverty.
Our mission	To empower changemakers to break the cycle of poverty.

About us	<p>Action on Poverty connects philanthropists, corporates, non-profits, and innovators with grassroots communities and projects to break the cycle of entrenched poverty.</p> <p>We believe that everyone has a role to play in creating a more just and equal world. Our specialty is in creating networks, maximising resources, and upskilling people and organisations so that, together, we can create lasting change.</p> <p>Together with our partners, we have developed innovative technologies to reduce dengue, helped children access free and effective treatment for clubfoot, and implemented award-winning models for social enterprise.</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, USAID 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 program reporting
- Improve Finance processes both internally and of our partner organizations 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 Finance Manager at HR@actiononpoverty.org by COB Friday 17 December 2021 or call 02 9906 3792 for a confidential discussion of the role. Interviews will be conducted remotely.