



**TRANSPARENCY  
INTERNATIONAL  
AUSTRALIA**

**Finance & Administration Coordinator**  
Mining for Sustainable Development

Transparency International Australia (TI Australia), the Australian chapter of the world's leading non-governmental anti-corruption movement, is seeking a full-time **Finance & Administration Coordinator** located in Melbourne, Australia. The Coordinator will support TI Australia in establishing effective internal office systems and procedures during an exciting period of organisational growth at a moment when the organisation is embarking on an ambitious global network initiative, 'Mining for Sustainable Development'. The role requires a highly motivated professional with sound experience in Australian not-for-profit administration (including finance, human resource and general office management). The successful candidate will be offered a contract to the end of 2017, with extension subject to performance and available funding.

### **Organisational and Programme Context**

**Transparency International (TI)** is a global movement, composed of more than 100 national chapters worldwide and an International Secretariat in Berlin, Germany. United by a shared vision - a world in which government, business, civil society and the daily lives of people are free of corruption - TI has played a leading global role in combating corruption for more than 20 years.

**TI Australia** has operated as a TI national chapter since 1995, focusing on ways in which Government and Australian-based companies and institutions can address corruption issues both in Australia and abroad. TI Australia is currently in an exciting phase of organisational growth, and appointed its first full-time, salaried CEO in 2016 to lead the strategic and sustainable development of the organisation. Supported by the TI Secretariat, in January 2016, the organisation assumed leadership of an ambitious new global network initiative to promote transparency and accountability in the award of mining-related permits, licences and contracts across some 20 countries in the Africa, Americas, Indo-Pacific and Eastern Europe regions.

### **The Role**

The **Finance & Administration Coordinator** will be responsible for establishing and maintaining sound internal financial management systems at TI Australia. Reporting to the Mining for Sustainable Development Programme Manager, s/he will also support the Chief Executive Officer on specific human resource related matters, the management of TI Australia office facilities and equipment and in other day-to-day office management and/ or operational tasks. S/he will also liaise as required with the Finance staff at the TI Secretariat Berlin, Germany. While the primary focus of the role will be on contributing to the successful implementation of the 'Mining for Sustainable Development' programme, it will at the same time support the implementation of other TI Australia operations by strengthening the chapter's overall organisational and management systems and capacity.

This is a unique and exciting opportunity to contribute to a global initiative designed to generate tangible and lasting change in the fight against corruption, while playing an active part in supporting organisational growth at TI Australia.

### **Key duties:**

As a member of the Mining for Sustainable Development team and reporting to the Programme Manager, the Finance and Administration Coordinator will:

1. Establish sound internal financial management systems within TI Australia particularly for the Mining for Sustainable Development Programme, including the preparation of annual and programme budgets, expenditure forecasts, monthly preparation of management accounts and payroll, and reporting to donors for project funds;
2. Monitor expenditure, budgets and cash flows at appropriate intervals and be responsible for day-to-day financial control of the MSD Programme;
3. Coordinate accurate and evidence-based financial reporting from TI Australia and TI chapters participating in the 'Mining for Sustainable Development' programme to donors and the TI Secretariat;
4. Provide administrative support to the MSD Programme including undertaking logistics for events and workshops, assisting with travel arrangements for Programme staff and participating chapters, and maintaining relevant databases;
5. Support the CEO in establishing effective office infrastructure, coordinate asset management and help administer related procurement processes and external service/supplier contracts;
6. Support the CEO in developing human resource management systems to ensure effective recruitment and administration;
7. Contribute to the development and refinement of governance and operational policies and procedures;
8. Support the Chapter in building and strengthening its overall organisational and management systems capacity.

### Competencies

- 5+ years of financial, project and operational management experience in a similar role in the Australian public, private or not-for-profit sectors;
- Sound experience in coordinating financial reporting and budget monitoring on complex multi-country projects (including experience working with multiple currencies), supported by multiple donors;
- Experience in office management, with experience in HR management an advantage;
- Proficiency in using current IT platforms to build efficiencies in finance and project management;
- Part/fully qualified Accountant (CA, CPA, ACCA or similar) or equivalent professional qualification;
- Fluency (written and spoken) in English, with additional languages (Spanish and/ or French) an asset.

### Personal characteristics

- Passionately committed to transparency and anti-corruption, and motivated by the challenge and opportunity of making a positive difference both in Australia and around the world;
- Able to work collaboratively with staff from different cultural backgrounds, communicating effectively also at a distance;
- Prepared to be very 'hands on' in all aspects of the Chapter's operations, working to meet the needs of a 'start up' operation;
- Pragmatic and flexible, highly motivated to contribute to the success of the programme and with the capacity to flourish when responding to complex and competing demands;
- Demonstrated ability to develop creative solutions to complex problems;
- High degree of personal maturity, self-awareness, self-management, and integrity.

### Further Information

This position is open to someone with existing rights to work in Australia. A competitive salary package will be negotiated with the successful candidate. Applications, including a Curriculum Vitae, letter of motivation clearly addressing the required competencies, and names and contact details of previous employers with whom the applicant has worked in the last 5 years should be sent by email to: Andrea Shaw, MSD Programme Manager, TI Australia at [andreashaw@transparency.org.au](mailto:andreashaw@transparency.org.au).

The **deadline for applications** is **3 March 2017**. Only shortlisted candidates will be notified. Interviews are expected to take place in March. The successful candidate will be expected to start work as soon as possible, and no later than 17 April, 2017. The position will be based in Melbourne, Australia, with some travel to the TI Secretariat in Berlin, Germany (and potentially participating TI chapters across regions).

TI Australia is an equal opportunity employer. For more information on the work of Transparency International, please visit: [www.transparency.org](http://www.transparency.org) and <http://transparency.org.au/>.