

Employment Type: Fixed term contract
Duration: February 2018 – February 2021, 0.6FTE (three days a week)
Reports to: Finance and Administration Manager, Mining for Sustainable Development
Line reports: N/A
Remuneration Package: AUD \$60,000 p.a. pro rata
Location: Melbourne Australia

Overview

Transparency International Australia (TI Australia), the Australian chapter of the world's leading non-governmental anti-corruption movement, is seeking a part-time **Finance Assistant** located in Melbourne, Australia for Phase II of the global '**Mining for Sustainable Development**' programme. This programme seeks to achieve real change in combatting corruption in the mining sector and building the capacity of TI Australia as a Centre of Expertise on anti-corruption in mining.

The role requires a skilled and well organized individual with demonstrated experience in finance reporting and processes in complex projects. S/he must have experience in working as part of a small team and managing competing priorities. Experience working in the not-for-profit sector is an advantage.

Organisational Context

Transparency International (TI) is a global movement, composed of more than 100 national chapters worldwide and an International Secretariat in Berlin, Germany. We are united by our shared vision: a world in which government, business, civil society and the daily lives of people are free of corruption. For more than 20 years, TI has played a leading global role in combatting corruption, which is widely recognised to be a serious impediment to economic development and a destabilising social force.

TI Australia has operated as an accredited 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.

Led by TI Australia with the support of the TI Secretariat, the '**Mining for Sustainable Development**' programme seeks to enhance the contribution of mining to sustainable economic and human development through a focus on improved transparency and accountability in the award of mining-related permits, licences and contracts across a range of national jurisdictions. Based on the programme's 'bottom up' approach to ensure that change happens at the level where decisions about mining approvals are made, the primary role of the programme team is to support the participating TI national chapters.

Phase I of the programme has been successfully completed. During Phase I, participating TI chapters **identified and assessed** corruption vulnerabilities in the mining approvals processes in their countries and began building multi-stakeholder networks. Phase II will focus on **addressing** those vulnerabilities at a national, regional and global level through multi-stakeholder engagement, advocacy and policy initiatives.

The Role

The Finance Assistant will support the work of the Finance and Administration Manager to ensure that sound financial management systems are established and maintained at TI Australia. S/he will report to the Finance and Administration Manager and will be responsible for reviewing reports, entering data and developing and implementing finance processes. The Finance Assistant will engage with suppliers and TI Australia's members as well as with TI global chapters to ensure accurate and proper reporting is provided.

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 Finance and Administration Manager, the Finance Assistant will:

- Support the Manager to establish and administer sound financial management systems within TI Australia particularly for the Mining for Sustainable Development Programme, including the monthly preparation of management accounts, processing payroll and doing invoicing
- Work on procurement, including preparing and process forms and monitoring suppliers
- Assist with generating invoices for TI Australia member renewals, as required
- Ensure data entry is kept up to date
- Ensure Chapters are providing financial reports in a timely manner, and review and check finance reports from Chapters
- Provide assistance and support to suppliers, customers, employees and Chapters on financial matters
- Support the Finance and Administration Manager with other tasks as required.

Competencies

- 3+ years of financial experience in a similar role in the public, private or not-for-profit sectors;
- Experience in financial reporting and budget monitoring on complex projects reporting to donors;
- Proficiency in using current finance IT platforms such as Xero and Expensify;
- A bookkeeping (e.g. AAT) or graduate accounting 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 from a distance;
- Willing to adapt to changing environments and to support where needed
- 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.