



Position Description:
Finance & Administration
Coordinator

Employment Type: Fixed term contract – 0.8 EFT (4 days @ week)

Duration: 1 year, with scope to extend

Reports to: CEO, Transparency International Australia

Line reports: Finance Clerk – 0.2 EFT

Remuneration Package: 1.0 FTE salary \$81,818.18 per annum plus statutory superannuation, \$65,454.54 per annum pro rata for 0.8 FTE plus statutory superannuation

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 0.8 EFT **Finance & Administration Coordinator** located in **Melbourne, Australia**. The role requires a highly motivated professional with sound experience in finance and administration (including budgets, payroll, tax and general office management). Experience working in the not-for-profit sector would be advantageous.

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. We are focused on tackling corruption, and on the ways Government and Australian-based companies and institutions can address corruption issues both in Australia and abroad.

The Role

The **Finance & Administration Coordinator** will be responsible for maintaining internal financial management systems at TI Australia.

The **Finance & Administration Coordinator** will report to the CEO and will have one direct line report, a Finance Clerk at 0.2 EFT, and will be required to collaborate with other team members, and contracted service providers.

You will be a highly organised and self-motivated individual who has previous experience in financial, project and operational management. You will be a part/fully qualified Accountant (CA, CPA, ACCA

or similar) or hold an equivalent professional qualification. You will have experience in a diverse range of financial and administrative tasks relevant to a small organisation, including coordinating financial reporting and budget monitoring for projects. You will have experience in overseeing audit and tax requirements, office management and payroll. Crucial to your success in this role will be your ability to show initiative and prioritise your workload.

This is a unique and exciting opportunity to help in the fight against corruption, while directly contributing to TI Australia's strategic development.

Key Duties

Working with the CEO and the TI Australia staff team the **Finance & Administration Coordinator** will:

- Maintain internal financial management systems, including the preparation of annual and program budgets, expenditure forecasts, monthly preparation of management accounts and payroll, and reporting to donors for project funds
- Monitor expenditure, budgets and cash flows at appropriate intervals and be responsible for day-to-day financial control of Projects
- Full payroll duties including preparation, payments, single touch payroll filing and superannuation lodgment
- Oversee the annual audit and preparation of financial statements by our external auditors
- Undertake all organisation banking, accounts payable and accounts receivable
- Provide administrative oversight of all bank accounts, registrations and tax obligations for TI Australia
- Coordinate accurate and evidence-based financial reporting to donors and the TI Secretariat
- Provide administrative support to other staff including undertaking logistics for events and workshops, assisting with travel arrangements and maintaining relevant databases
- Manage TI Australia individual memberships, including the application process for new members, receipt of membership fees and the renewal of existing memberships.
- Administer TI Australia's cloud-based CRM (Salesforce) and document management (Office 365 – SharePoint) systems
- Support the CEO in monitoring human resource management systems to ensure effective recruitment and administration
- Support the CEO in ensuring effective office infrastructure and coordinating asset management
- Contribute to the development and refinement of governance and operational policies and procedures
- Support the Chapter in building and strengthening its overall organisational and management systems capacity.

Key Competencies

The **Finance & Administration Coordinator** will have the following competencies:

- 5+ years of financial, project and operational management experience in a similar role in the Australian public, private or not-for-profit sectors;
- Experience with cloud-based accounting software such as Xero, Quickbooks, MYOB or similar;
- Sound experience in coordinating financial reporting and budget monitoring supported by multiple donors;

- Experience in office management and payroll, 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;

Personal characteristics

The **Finance & Administration Coordinator** will demonstrate the following qualities:

- 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 organisations 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

The successful candidate will be offered a part-time 0.8 EFT contract for one year (subject to funding and a successful probation). The successful candidate will be offered a salary of AUD\$65,454.54 per annum pro rata for 0.8 FTE plus statutory superannuation.

The position is based in Melbourne, Australia. Hybrid working arrangements are available. The position may require interstate travel.

Applications, including a **Curriculum Vitae, and a letter of motivation clearly addressing the required competencies**, should be sent by email to:

Serena Lillywhite, CEO TI Australia, E: info@transparency.org.au using the subject line: Finance & Administration Coordinator – Transparency International Australia.

Three referees will be required.

The **deadline for applications is Saturday 22nd January 2022, 11.59 pm.** Only shortlisted candidates will be notified.

TI Australia is an equal opportunity employer.

For **more information on the work of Transparency International** please visit:

www.transparency.org.au and www.transparency.org