

## POSITION DESCRIPTION

### Senior Accountant

#### Position Objective

To provide effective accounting and financial support, including timely compliance with grant requirements, that supports AFAO's partnerships to prevent HIV and reduce its impacts in Asia and the Pacific.

#### Location and Reporting Structure

The position is based in Bangkok, Thailand. It reports directly to the Manager, Finance and Grants. There are no staff reporting to this position. This position manages external contractors from time to time.

#### Organisational Context

In Australia, AFAO leads the national effort to end HIV on behalf of its member organisations who represent the diverse communities most affected by HIV – lesbian, gay, bisexual, transgender and intersex communities, sex workers, people who inject drugs, people with HIV and Aboriginal and Torres Strait Islander communities.

Internationally, AFAO contributes to the development of effective HIV policy and programs in Asia and the Pacific, fosters the development of regional and country-level community responses to HIV, and represents Australia's community response to HIV in global forums.

Since January 2019, AFAO has led the *Sustainability of HIV Services for Key Populations in Asia* (SKPA) Program, funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria.

#### Program Context

The SKPA Program aims to promote sustainable services for key populations at scale to stop HIV transmissions and AIDS related deaths by 2030. The program will be implemented in Bhutan, Lao PDR, Malaysia, Mongolia, Papua New Guinea, the Philippines, Sri Lanka and Timor-Leste.

Economic growth and the consequent shift to middle income status requires that grant countries within this program increase domestic investment and be more self-sufficient in the delivery of national HIV/AIDS programs. Even where staged, the challenges of transition from donor to domestic funding are acute. With diminishing donor funding, countries must be highly efficient in targeting their investments in accordance with epidemiology and mechanisms for funding community-led responses by those most affected by HIV – key populations – must be established or strengthened.

The SKPA Program recognises the considerable existing efforts of grant countries toward national and global HIV/AIDS goals, funded through domestic, private and donor sources. It also recognises that, as in all countries, each of the grant countries of this program experiences barriers that prevent the provision of services and programs for key populations at necessary scale. The SKPA Program seeks to identify barriers to scale-up and implement targeted actions to address those barriers.

The objectives of the SKPA Program are to:

- **Increase Financial Sustainability:** Secure the long-term sustainability of increased service delivery at national levels through securing domestic investment and spending, exploring innovative approaches and identifying alternative sources of funding for key programs
- **Strengthen Strategic Information:** Secure up-to-date strategic information, particularly on key epidemiological and response information including population size estimates and program coverage, community needs assessment of key populations to inform program design
- **Mitigate Service Delivery Gaps:** Scale-up outreach to key populations and improve their access to prevention, testing and treatment and retention in the service cascade.
- **Strengthen Community Systems:** Strengthen community responses and systems to support increased scale-up of services for key populations including sustainability of community-led services through community-based research, effective use of data and other strategic information and through community mobilisation.
- **Contribute to Enabling Environment:** Address barriers to access including addressing stigma and discrimination and other human rights- and gender-related barriers to services, where relevant.

### Principal Duties

- Maintain robust systems for financial management, record keeping, documentation and reporting.
- Ensure all accounting records are maintained in line with applicable accounting standards, the donor requirements and government regulations.
- Ensure all accounting records and Global Fund accounts are up-to-date and current.
- Prepare accurate and timely monthly financial reports including Profit and Loss, Balance Sheet and Trial Balance using AFAO's financial management system "XERO" and monitor actual expenditures against the approved budget.
- Provide periodic (monthly, quarterly and annually) reports in the formats approved by the Global Fund and relevant government authorities.
- Process monthly payroll for Bangkok-based staff and any other employment related liabilities in a timely manner (e.g. social security, applicable taxes).
- Oversee compliance with approval procedures in Accounts Payable, monitor invoices/claims and ensure payments are made in timely manner.
- Ensure all general ledger accounts including banks and credit cards are reconciled on a monthly basis.
- Ensure tax compliance duties are performed regularly (e.g. VAT, staff salary taxes withheld and paid).
- Monitor cash balances and request disbursements as required from the Sydney office.
- Provide assistance to the Manager, Finance and Grants in the preparation of annual SKPA budgets and work plans.
- Ensure that monthly reconciliation statements are prepared for AFAO, as the Principal Recipient, and ensure Sub-Recipient bank reconciliations are correct.
- Ensure strict adherence to approved internal control systems for all areas of financial operations.
- Prepare year end accounts for the annual audit of the AFAO Foundation as required by Thai authorities.
- Prepare year end accounts for the annual audit of the SKPA grant, as required by the funder.
- Liaise with internal and external auditors and follow up any audit queries or issues in management letters.
- Analyse audit findings, prepare draft management responses to management letters and implement audit recommendations.

- Ensure that all statutory reporting requirements to Thai authorities are met in a timely and efficient manner.
- Engage in other duties as directed by the Manager, Finance and Grants.

### **Challenges and Problem Solving**

Challenges faced by the position that the position-holder will be expected to be able to manage include:

- Providing accurate and timely data entry and recording of financial information.
- Maintaining good working relationships with program Sub-Recipients and other stakeholders on day-to-day on financial matters.
- Ensure that accounting requirements under the grant are met.
- Recognising important issues and providing suggestions for improvements to AFAO's systems and procedures.
- Managing priorities and meeting deadlines.

### **Decision Making**

The role of Senior Accountant is critical to AFAO's success.

The Senior Accountant exercises day to day discretionary and decision-making responsibility within the framework set by an annual workplan, which is approved by the Manager, Finance and Grants, and in accordance with directions set by AFAO's Manager, Business Operations.

The Senior Accountant is required to exercise considerable judgement in liaising with stakeholders and formulating and responding to issues that may impact AFAO's reputation. The Senior Accountant discusses issues of potential sensitivity with the Manager, Finance and Grants.

In exercising their responsibilities and making decisions the Senior Accountant is bound by AFAO's Code of Conduct and policies and procedures.

### **Performance Review**

The Senior Accountant will participate in an annual work planning and performance appraisal process for this position with the Manager, Finance and Grants.

Key Performance Indicators for the role will include:

- Effective financial and grant recording and reporting systems and mechanisms that are responsive to the needs of the program.
- Accuracy, timeliness and completeness of data entry and financial recording and reporting.
- Effective provision of accounting support and preparation of financial reports to a high standard.
- Effective liaison and oversight of Sub-Recipient financial reporting.
- Completion of duties in an efficient and effective manner.
- Important deadlines are met.

## Skills and Experience

- A Bachelor's degree or higher in accounting and membership of a recognised accounting body. Additional training and certification on financial management is an advantage.
- At least five years' experience in a similar financial management role, including financial recording, reporting, budgeting, payroll management and external auditing processes.
- Experience working in a diverse and multi-cultural setting.
- Understanding of and experience working with international donors. Experience with the Global Fund is a distinct advantage.
- Demonstrated experience in efficient use of accounting software and Microsoft Office. Experience with 'XERO' is an advantage.
- Excellent organisational and time management skills, including the capacity to manage concurrent priorities and meet deadlines.
- Strong written and verbal communication skills.
- Demonstrated experience operating to Thai accounting standards and providing accounting services in accordance with Thai legal and regulatory requirements.
- Must be conversant in both Thai and English.