

# afao

# finance manager

- End HIV transmission in Australia, Asia and the Pacific
- Manage and lead an international finance team
- Flexible role – WFH or Hybrid or office based.

## The Organisation

Australian Federation of AIDS Organisation is the national federation for the HIV community response in Australia. AFAO works to end HIV transmission and reduce its impact on communities in Australia, Asia and the Pacific.

AFAO's member organisations represent diverse communities of lesbian, gay, bisexual, transgender and intersex people, sex workers, people who inject drugs, people with HIV and Aboriginal and Torres Strait Islander people.

AFAO's close connection with communities, provides rapid intelligence on changes in Australia's HIV epidemic, allowing the Federation to respond quickly, and to act as a trusted communication channel to government, research and clinical partners.

## Benefits and Culture

- Generous salary + super + salary sacrifice
- Flexible Role – WFH or Hybrid or Office based
- Manage and lead the international finance team
- 3 days gifted holiday between Christmas & New Year

## The Role

Reporting to the chief executive officer and the board, the financial manager leads, manages and ensures AFAO's effective financial management and oversees AFAO's business operations. You are responsible for accounting and audit compliance, adherence to all industrial awards, agreements and contracts for services and ensuring the financial stability of the organisation through cost effective operations.

Specific responsibilities include the creation of the annual budgets, monitoring and reporting on outcomes as well as providing accurate and timely financial reports to the CEO, board and other stakeholders. Overseeing AFAO's financial operations in Thailand and providing assistance in mitigating complex and sensitive issues is an important part of the role.

Overseeing the processing of payroll and accounting transactions and managing a small team of 2 is also an integral part of your role. Working as part of a small organisation you will also be involved in human resources needs, such as recruitment, induction, performance review, industrial relations etc. alongside general office management. The successful Finance Manager will enjoy solving more complex issues and leading at a senior level, as well as performing routine financial duties.

## Skills Required

You are a qualified finance and accounting professional with significant experience in the management of financial operations, management reporting, budgets, payroll, system improvement, audits and staff management within complex organisations.

You have a strong understanding of accounting principles including accrual accounting, reconciliations, general ledgers, payroll management and preparedness to learn more complex functions and principles. You will have knowledge and experience of Australian Taxation requirements, Office of Consumer and Business Affairs requirements, contemporary financial management systems and audit processes. A sound knowledge of the financial environment of working within an international not for profit organisation is favourable.

Other requirements include:

- An understanding and commitment to AFAO's vision and values
- Experience working as part of an executive team in a senior financial role.
- A bachelor's degree or higher in accounting, finance and business management

**If you want to provide high quality financial management to support to Australia's national peak HIV organisation, please submit a resume and cover letter responding to the skills required above and a resume to [cv@ngorecruitment](mailto:cv@ngorecruitment). Alternatively call Hayley Martin on 02 8243 0570 to discuss your interest.**

