

## POSITION DESCRIPTION

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### Position Details

<b>Position Title</b>	Finance Manager
<b>Project/Program Area</b>	N/A
<b>Employment Type</b>	Full-time, three-year contract position
<b>Location</b>	Sydney, Australia
<b>Responsible To</b>	Chief Executive Officer
<b>Responsible For</b>	Accounts and Administration Officer (0.6 FTE) and Business Officer (1.0 FTE). The Deputy Director, Finance for AFAO's international program has an indirect reporting line to the Finance Manager.
<b>Collaborates With</b>	Chief Executive Officer, AFAO management team, AFAO's Bangkok-based Finance and Audit team, AFAO's Board and Finance and Audit Committee, auditors and external suppliers (eg, payroll).
<b>Further Information</b>	Adjunct Professor Darryl O'Donnell, Chief Executive Officer, AFAO darryl.o'donnell@afao.org.au

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### About AFAO

AFAO leads Australia's effort to end HIV transmission. We do so on behalf of our member organisations who represent lesbian, gay, bisexual, transgender and intersex communities, sex workers, people who use drugs, people with HIV and Aboriginal and Torres Strait Islander communities.

Our close connections with our communities provide us with rapid intelligence on changes in Australia's HIV epidemic, allow us to mobilise and respond quickly and to act as a trusted communication channel to government, research and clinical partners.

We have worked with Australian governments for more than 30 years to achieve a world-class response to HIV of which we can be proud. AFAO works across the Parliament to foster interest, strengthen political support, provide briefings and education about Australia's response to HIV and to highlight the opportunities we have to better meet our goals of ending HIV transmission and minimising the impacts of HIV.

AFAO supports its members by leading the national conversation on HIV, advocating for AFAO's members and communities in forums and government processes and providing a public voice on HIV. We work directly with our members in formulating positions and responses as new issues and evidence emerges. We work in partnership with clinicians and researchers to communicate and advocate for our communities' interests.

Internationally, we foster the development of regional and country-level responses to HIV, contribute to the development of effective HIV policy and programs, and represent Australia's community response to HIV in global forums. We are proud to have partnered with communities, technical partners and governments in Asia and the Pacific since the beginning of the HIV epidemic.

AFAO has offices in Sydney, Australia and Bangkok, Thailand.

## Position Overview

The Finance Manager leads, manages and ensures AFAO's effective financial management and oversees AFAO's business operations.

AFAO is a mature, values-driven organisation with strong, effective governance, a high-performing management and staff team and sound finance and business policy, systems and procedures. AFAO's staff engagement surveys consistently show we have a committed and productive staff team and a friendly, enjoyable work environment.

The Finance Manager has considerable day-to-day discretionary and decision-making responsibility within the framework set by an annual work plan that is approved by the Chief Executive Officer.

The successful Finance Manager will enjoy solving more complex issues and leading at a senior level, as well as performing routine financial duties.

For the year to 30 June 2021, AFAO's total income was \$6,888,711 and its total expenditure was \$6,739,448, resulting in an operating surplus of \$149,263 (2020 surplus of \$96,135). AFAO's end of year position was in line with board approvals and the estimated projection for the year.

As at 30 June 2021, AFAO had total assets of \$8,087,181 and total liabilities of \$7,279,038 with a net asset position of \$808,143 (2020: \$658,880). AFAO's financial position is strong and we retain substantial net assets, predominantly represented by cash.

Approximately one-third of the AFAO's income during 2020-21 was for its domestic programs and operations, with two-thirds being for its international operations.

AFAO will commence a new three-year, USD\$12.5m international program, the *Sustainability of HIV Services for Key Populations in South East Asia (SKPA-2)* program, funded by the Global Fund to Fight HIV, Tuberculosis and Malaria, from 1 July 2022. Our international work is led from our Bangkok, Thailand office, which includes a Finance and Audit team responsible for financial management and donor reporting. The program will be implemented by sub-recipients in four countries – Bhutan, Mongolia, the Philippines and Sri Lanka.

While our international team is responsible for the effective financial management and donor reporting of SKPA-2, the Finance Manager has oversight of all AFAO's financial policies, systems and practices. The Deputy Director, Finance for the SKPA-2 program, based in Bangkok, Thailand, has an indirect reporting line to the Finance Manager.

AFAO is a full member of the Australian Council for International Development (ACFID) and complies with its Code of Conduct.

AFAO is preparing for accreditation through the Department of Foreign Affairs and Trade's Australian NGO Cooperation Program. This work is led by the Principal, Quality Outcomes, who has a close working relationship with the Finance Manager. The work is assisting AFAO to further document and strengthen its financial management and business systems and practices.

AFAO will shortly transition from XERO accounting software to SunSystems and will engage suppliers to assist in this transition.

## Key Responsibilities

### *Financial management*

- Monitor, analyse, advise and report to AFAO's Board and management team on strategic financial issues and overall financial performance
- Prepare and review monthly financial reports including profit and loss, balance sheet, cash flow and provide analysis of month end financials
- Lead the development of budgets and monitor and review budgets
- Oversee compliance with approval procedures in Accounts Payable, monitor invoices and receipts for Accounts Receivable, including grant funding
- Ensure all general ledger accounts and credit cards are reconciled on a monthly basis
- Ensure Tax compliance duties are performed (BAS Tax – PAYG and GST Monthly accrual system)
- Monitor banking, funds levels, bank transfers to AFAO's Bangkok office and international partners
- Oversee AFAO's financial operations in Thailand and provide assistance in mitigating complex and sensitive issues
- Maintain the asset register and asset valuations
- Prepare year end accounts for audit, compliant with the ACFID code of conduct and Australian Charities and Non-profit Commission (ACNC)
- Coordinate and lead the annual statutory audit process, liaise with external auditors and the Finance and Audit Committee
- Prepare program funding reporting and grant acquittals including grant audits as required
- Ensure internal controls are in place and adhered to in all financial processes
- Identify areas for continuous quality improvement and work with AFAO staff to establish and implement necessary changes
- Ensure adherence to all relevant industry legislation and accounting standards.

### *Office and administrative management*

- Be accountable for and manage staff delivering day-to-day administrative functions, information technology and logistic support to AFAO's Board meetings and events
- Ensure completion and lodgement of the Annual Report as required by the Australian laws and regulations.

### *Human resources and payroll management*

- Review and monitor fortnightly payroll, year-end reconciliations, superannuation liabilities, workers compensation and FBT Salary Packaging
- Ensure employee human resources files are kept up to date and secure
- Work with the Chief Executive Officer on other human resources needs such as recruitment, induction, performance review, industrial relations etc.

### *Staff management and development*

- Supervise the Business Officer and Accounts and Administration Officer
- Establish and nurture a strong team culture and a supportive workplace environment for optimal staff performance and retention.

## Selection Criteria

### Essential

#### Qualifications and experience

- A Bachelor's degree or higher in accounting, finance and business management
- A minimum of seven years' experience at a senior level in the management of financial operations, management reporting, budgets, payroll, system improvement, audits and staff management
- Strong understanding of accounting principles including accrual accounting, reconciliations, general ledgers, payroll management and preparedness to learn more complex functions and principles
- Previous experience and proficiency working with accounting packages
- Intermediate Microsoft Office skills
- Ability to work well both within a team environment and autonomously
- Ability to lead staff and provide training and support
- Excellent attention to detail and high level organisational skills
- Excellent written and verbal communication skills
- Ability to meet deadlines without compromising accuracy and quality of work
- Understanding and commitment to AFAO's vision and values.

### Desirable

- Experience of working with not-for-profit sector or community organisations
- Exposure to online banking including overseas fund transfers
- Experience in organisational accreditation processes.

### Core Qualities/Attributes

The successful applicant will:

- Provide leadership as a member of AFAO's management team
- Listen, adapt and make adjustments to meet operational requirements
- Demonstrate flexibility in leadership and management styles
- Be self-aware and own their cultural values, expectations and biases while respecting those of others
- Effectively respond to sensitive issues and know when to engage the CEO's support or escalate matters to CEO.

### Other Requirements

- All AFAO personnel must adhere to AFAO's Code of Conduct and corporate policies. These can be made available upon request.
- AFAO is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and any offer of employment is contingent on completion of a National Police Check and signing AFAO's Safeguarding Code of Conduct.
- AFAO is an equal opportunity employer. We value inclusion, diversity, and gender equality. As part of our commitment to creating a diverse and inclusive workplace, people with HIV and Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

<b>Position Description:</b> Finance Manager			
<b>Version</b>	1	<b>Reviewed</b>	May 2022
		<b>Approved</b>	May 2022