

## POSITION DESCRIPTION

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### Position Details

<b>Position Title</b>	Accountant
<b>Project/Program Area</b>	Sustainability of HIV Services for Key Populations in Southeast Asia (SKPA-2)
<b>Employment Type</b>	Fixed Term contract position
<b>Location</b>	AFAO, 414 Elizabeth Street, Surry Hills NSW 2010
<b>Responsible To</b>	Deputy Director, Finance, SKPA-2 Bangkok Office
<b>Collaborates With</b>	Representatives from the Global Fund's Local Fund Agent, SKPA-2 sub-recipients, and SKPA-2 staff
<b>Further Information</b>	Maciu (Matt) Koroitubuna, Deputy Director, Finance <a href="mailto:Maciu.Koroitubuna@afao.org.au">Maciu.Koroitubuna@afao.org.au</a>

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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.

### SKPA-2 Overview

SKPA-2 is a three-year, USD\$12.5m program funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria for the period 1 July 2022 to 30 June 2025. The program follows from and significantly extends the successful SKPA-1 program, which will be completed by June 30, 2022. AFAO is the Principal Recipient.

SKPA-2 aims to improve the sustainability of evidence-informed, prioritised HIV services for key populations in Bhutan, Mongolia, Philippines, and Sri Lanka. There are four program objectives:

1. Accelerate financial sustainability
2. Improve strategic information availability and use
3. Promote programmatic sustainability
4. Remove human rights and gender-related barriers to services.

SKPA-2 is led by a director who works for a consortium of partners to implement the program. The consortium includes both country and regional sub-recipients. The WHO and UNAIDS contribute as technical partners.

Comprehensive planning for SKPA-2 has already been undertaken and a detailed performance implementation plan has been developed. It is expected that following a brief orientation and familiarisation, the position holder will immediately participate in program implementation.

## Position Overview

This position is responsible for providing effective accounting and financial support for the SKPA-2 program, including timely compliance with statutory and grant requirements.

## Key Responsibilities

*Technical, financial and performance management*

- Ensure Global Fund disbursements and bank account are up to date in AFAO's Sydney ledger.
  - Includes monitoring of inward grant received from the Global Fund
  - Take the appropriate journal entries for all inward grants and any direct payments made by Global Fund on behalf of SKPA-2
  - Maintain a schedule of all inward disbursements and to be reconciled with Global Fund records
  - Reconcile the contra-entries between the USD bank account and the AFAO Corporate account
  - Monthly reconciliation of the USD bank account
- Accurate and timely processing, reconciliations, and reporting of all SKPA.2 transactions in the Sydney ledger.
  - Counter check all payment requests sent from the Bangkok entity
  - Ensures the quarterly recording and disbursements of grants to all sub recipients and networks
  - Ensures all payments are processed in the accounting system in a timely manner
  - Conduct monthly reconciliations of Accounts Payable and Accounts Receivables in the Sydney ledger
- Provide periodic reports (monthly, quarterly, or annually) in the formats approved by the Global Fund and relevant government authorities to both the AFAO's Sydney office and the Bangkok office.
  - Provide monthly listings of all transactions that are paid from the Sydney entity
  - Prepare the quarterly Trial Balance for the Sydney entity
  - Prepare the quarterly Profit and Loss and Balance Sheet for the Sydney entity
  - Prepare the monthly Expenditure report by Budget line for the purpose of calculating the Indirect Cost Recoveries (ICR)
- Work in collaboration with the Senior Accountant who is based at the Bangkok Office
- Administration and Logistics support
  - Support the AFAO/SKPA-2 Australia-based staff with travel arrangements and other logistical needs.

## Selection Criteria

### *Essential*

#### *Qualifications and experience*

- Bachelor's degree or higher in accounting. Additional training and certification in financial management is an advantage
- At least five years' experience in a similar role with evidence of progress in the workplace
- Experience working with international foreign assistance programs and/or international non-government organisations
- Demonstrated capacity to ensure accurate and timely data entry and recording and reporting of financial information
- Demonstrated successful use of accounting software and systems

#### *Competencies*

- High level Excel and other database skills
- Strong oral and written communication skills
- Ability to facilitate working meetings on online communications platforms, work remotely and coordinate activities across multiple time-zones
- Interpersonal and teamwork skills in a fast-paced work environment
- Ability to prioritise tasks, take initiative, and independently manage competing demands.

### *Desirable*

- Knowledge of Global Fund grant management, rules, procedures, and compliance requirements or demonstrated experience with other international donors
- Experience with the SunSystem accounting package
- Understanding of human rights issues for key populations and people living with HIV in Asia
- Understanding of and commitment to community-led action for health and other issues affecting key populations and people living with HIV.

### *Core Qualities/Attributes*

The successful applicant will:

- Listen, adapt and make culturally appropriate adjustments within the aims and objectives of the program
- Demonstrate flexibility in leadership and management styles
- Be self-aware and own their cultural values, expectations and biases while respecting and understanding those of others.

### *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.

**Position Description:** Accountant, SKPA-2

<b>Version</b>	1	<b>Reviewed</b>	Felicity Young
		<b>Approved</b>	Felicity Young