



POSITION DESCRIPTION

Position Title: Finance Officer – 4 days a week (Part time/ Contract - 0.8)

Reports to: Senior Accountant - Positive Start

Contract Period – Immediate Start – 31 July 2023

Please send through your resume to sanchi@auscamps.asn.au

Closing date for applications – 30th November 2022

Salary range - \$70k- \$80K FTE depending on experience plus Superannuation

Background

Australian Camps Association (ACA) is the national peak body for camps and associated providers. We develop, support and promote the delivery of camp experiences that provide positive community, social and personal outcomes.

The *Positive Start in 2022* project is an exciting initiative of the Victorian Government to deliver 81,200 students on school term and school holiday camps in 2022/2023.

Key responsibilities:

- Process funds received and disbursed
- Manage and reconcile client and supplier accounts
- Process invoices, liaise with clients and other ad hoc duties to help out the team
- Prepare and submit reports when required
- Successfully contribute to all financial aspects of the project plan, team, resources, systems and processes
- Successfully contribute to the overall integrity of the project ensuring all compliance and audit requirements are met with timely and quality delivery of all project aspects
- Provide accurate and timely information
- Develop and maintain important relationships with all project stakeholders and the broader ACA team and stakeholders.
- Monitor all project resources to ensure they meet deliverables
- Support the Senior Accountant and Chief Finance/Operations Officer and work closely with all project stakeholders

Skills and core requirements:

- Highly organised, pro-active person, with outstanding attention to detail, and high level of interpersonal skills
- Exceptional financial processing skills for high volume financial information and records with demonstrated ability to deliver and meet strict deadlines
- Demonstrated financial acumen and customer service experience
- Experience in complex, high profile and high budget projects
- Excellent people skills with proven ability to influence and collaborate with internal and external stakeholders
- Strong written and verbal communication skills with the ability to produce clear written project documentation, reports and presentation skills
- Previous exposure to accounting for trusts, projects and/or funding arrangements is preferred
- Qualifications in Accounting or related, is preferred
- Experience with different finance systems is desirable
- Current and valid Working with Children check and NDIS screening check are essential

Hybrid working structure and must work from the office at least twice a week.

In addition, current and valid Working with Children and NDIS screening checks are essential.