

POSITION DESCRIPTION

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| Position Title: | Program Accountant |
| Reports To: | Finance and Program Compliance Manager |
| Position Type: | Permanent Full Time |
| Commencement Date: | July 2021 |
| Location: | Sydney, Australia |

MAIN PURPOSE OF POSITION

Reporting to the Finance and Program Compliance Manager, the Program Accountant is responsible for ensuring that project finances are efficiently managed and that donor funds are used properly and in accordance with ActionAid policies and procedures. This will involve working closely with ActionAid Australia's program team, providing support to ActionAid's country offices where projects are being delivered, and to support monthly financial reconciliation and reporting processes.

The position is also responsible for playing a key part of the Finance and Operations team, supporting the delivery of monthly management accounts and annual budgets, strengthening financial systems and reporting and ensuring compliance with ActionAid's financial management systems, procedures and the requirements of donors.

KEY ROLES AND RESPONSIBILITIES

| Key Responsibilities | Tasks/Duties |
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| Project accounting and funds management | <ul style="list-style-type: none"> • Proactively work with the program team, meeting regularly with Program Coordinators and Managers, to ensure that the following items are delivered on time: <ul style="list-style-type: none"> ○ Review of project budgets: ensuring accuracy and compliance with internal and donor guidelines, and finalising them in the ActionAid and donor formats with their corresponding SUN Project Codes. ○ Review of project financial reports submitted by country offices: ensuring they are submitted on time with transaction lists and in accordance with ActionAid and donor requirements, ensuring accuracy and compliance with internal and donor guidelines, and finalising them in the ActionAid and donor formats. ○ Upload acquittal transaction reports with SUN Codes into the general and partner ledger in a timely matter. ○ Monitor grant and other restricted income and expenditure including interest earned and exchange rate variances and reconcile unspent grants for individual projects. ○ Systematically and proactively provide the Program Coordinators, Managers and Head of Programs with analysis on spend against budget, interest, exchange rate differences and funds remaining for individual projects. • Perform reconciliations amending/creating journals as required as part of the financial management process as |

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| | <p>follows (looking for ways to improve, streamline and make more efficient wherever possible):</p> <ul style="list-style-type: none"> ○ On a monthly basis post grant income in line with expenditure so that grant income and expenditure are matched in the month. ○ Create or update reserves balance for all projects based on income received on a monthly basis. ○ Post interest across restricted projects on a quarterly basis. ○ Post salary and admin recharges to individual restricted projects as per donor budgets and based on project expenditure tracking. ○ Perform monthly reconciliations of grant reserves balances and unacquitted funds and ensure that acquittals are received and uploaded into the system as required. ○ Prepare adjusting entries in the general ledger for any adjustments such as interest, exchange variations etc. <ul style="list-style-type: none"> ● Be responsible for the reconciliation of restricted balances for grants and non-grants to ensure that only current projects have a balance remaining in the reserves ledger, which accurately reflects all income received less expenditure incurred. For any completed projects with a balance remaining, a plan for investigating each one and resolving the balance should be put in place. ● Provide support to the Finance team in Vanuatu <ul style="list-style-type: none"> ○ work closely with the finance personnel to prepare and maintain proper books of accounts, monthly reconciliations, monthly cash requests and acquittal reports ○ provide any training as necessary for capacity development ○ prepare fund transfer memos and withdrawal request for the bank in Vanuatu to process fund requests |
| <p>Risk Management and DFAT Accreditation</p> | <ul style="list-style-type: none"> ● Review and assess the control environment in place, noting risk management activities taken and gaps, for all partners and projects. Proactively work with the Programs Team to put steps in place to address these gaps which may include: <ul style="list-style-type: none"> ○ Financial monitoring trips to partners and programs overseas, where feasible ○ Detailed desk reviews of partner’s financial systems and procedures ○ Remote coaching and support to country office finance teams, where appropriate ● Support the preparation for DFAT accreditation and DFAT audits to ensure that all documentation is as per donor |

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| | <p>requirements, and that policies are updated and developed where needed.</p> |
| <p>Management accounting and budgeting</p> | <ul style="list-style-type: none"> • Assist with the budgeting process, supporting the development of the restricted budget in particular. • Assist with the closure of month end, and ensure that assigned balance sheet accounts are reconciled • Assist with the preparation of the annual year end accounts by preparing program/grants schedules and liaising with auditors on questions as they arise. • Make recommendations for improving accounting and reporting processes and templates across the organisation. |
| <p>Relationship building and representation</p> | <ul style="list-style-type: none"> • Be a core member of the finance and operations team • Work cross functionally with the program teams within ActionAid Australia, providing support to the program staff regarding the financial issues related to international programs, attending relevant team meetings and meeting regularly with individual staff • Liaise with relevant donor agencies, other NGOs and donors. • Liaise with the finance team in ActionAid country offices and other partners, providing support and guidance where required, working respectfully and in equal partnership • Represent ActionAid on relevant and appropriate working groups and forums as requested. • Make presentations to staff members as required. |
| <p>General</p> | <ul style="list-style-type: none"> • Support other members of the Finance and Admin team, in particular during leaves of absence, such as assisting in making occasional payments, posting journals, helping the Office Manager, Financial Accountant, Finance and Program Compliance Manager and Chief Operating Officer as required to ensure that the team functions to its highest potential. • Adhere to AAA's Team Charter, Code of Conduct and organisational values • Other duties as required |

SKILLS & COMPETENCIES REQUIRED

Essential

- The successful candidate will have an accounting or equivalent tertiary qualification. Preferably CA or CPA qualified.
- Three or more years' experience in a program or project accountant role.
- Strong networking skills and the ability to build relationships with finance teams in ActionAid country offices and partners as well as the finance and program teams in ActionAid Australia.
- Excellent Microsoft Excel skills.
- Analytical and inquisitive mindset.
- Proactive self-starter who is experienced in streamlining and systematising.
- A commitment to ActionAid's vision, mission and values, including women's rights.

- Demonstrated initiative, resourcefulness, flexibility and cross-cultural understanding.

Desirable

- Working knowledge of accounting systems Sun Systems
- Experience of working in multiple currencies
- Experience of working in the not for profit sector
- Experience and understanding of institutional donor requirements
- Experience in managing DFAT grants