

**ROLE DESCRIPTION****Role:** Finance Officer**Similar roles:** Accounts Payable/Receivable/Payroll Officer**Line Manager:** Finance Manager**Team:** Finance**Number of reports:** N/A**Employment status options:** Full-time**Location options:** Remote or or Gadigal Country (Sydney Office) - Hybrid**Indigenous Identified:** Flexible, Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply**What is my main purpose in this role?**

- The Finance Officer is accountable for processing accurate and timely Accounts Payables & Receivables, efficiently reconciling Bank & Corporate credit card accounts and supporting the month-end reconciliations & reporting, budgeting, and audit process. The role will be act as backup for Payroll processing and senior accountant responsibilities. The Finance Officer will work closely with the Finance team and collaborate widely with staff across the organisation to enable effective financial transactions processing at all levels.

**What does success look like in this role?**

- Be organised, proactive and take initiative
- Feedback from internal stakeholders and external stakeholders
- Contribution to team dynamics

**What are my key responsibilities?**

- **Accounts Payables and Receivables:**
  - Process weekly accounts payable run involves processing the suppliers' invoices from DEXT including any foreign currency payments, Interns & Scholars payments and staff expense reimbursement claims.
  - Verify each transaction for accounts coding, descriptions and GST are correctly recorded.
  - Ensure all invoices and payments are approved and requested by relevant budget holders as per the Organization's Financial Delegation Policy and upload relevant supporting documents to XERO transactions.
  - Reconcile the suppliers' statements and liaise with them to resolve any discrepancies before processing the payments.
  - Maintain and update accurate suppliers' records in Finance system including their bank details.

- Communicate with relevant staff for any supplier's invoice or payment related issues and respond to staff queries relating to invoices or payments.
  - Prepare the Weekly payment for the senior accountant's review and then process the final payments, including creating bank files for approval in the banking system.
  - Reconcile UBER and Cab Charge supplier accounts and communicate with the staff and their managers for appropriate approval, coding and descriptions.
  - Prepare sales invoices as requested by Development or Program staff for senior accountant review and ensure all the relevant documents are attached to XERO transactions.
  - Generate donations receipts from XERO, liaise with Development team for donation reports from various platforms and maintain and update Donation registers.
  - Maintain accurate Customers records in XERO
- **Bank and Credit Card Accounts Reconciliation**
    - Daily reconciliation of all Bank accounts, communicate with the Development team for relevant supporting documents for any income received including donation reports.
    - Reconcile timely and accurately high-volume credit cards transactions and regular follow-up with the credit card holders for pending transactions and receipts.
    - Reconcile Travel cards mainly for international study tours ensuring all the supporting receipts and relevant documents are provided.
    - Complete bank and credit card accounts reconciliation and verify the balances with the statements received for month-end reporting.
- **Finance Support Activities:**
    - Maintain a current understanding of organizational budgets, Chart of Accounts and job codes.
    - Assist senior accountant with month-end general ledgers reconciliation, journals and reporting.
    - Provide support with any ad hoc finance analysis, the Budget and Reforecast process, and the Interim and Annual audit preparation.
    - Prepare for monthly IAS (PAYG) and quarterly BAS (GST) for a timely ATO submission and payment.
    - Act as a Back-up for Payroll processing and associated responsibilities and for senior accountant responsibilities as and when required includes during any team member's leave period.

- Support senior accountant with various Workers' compensation renewal process
- Maintain and update the list of staff holding corporate credit cards along with the spend cap limit, including new applications or cancellation of cards
- Identify and recommend improvements to finance processes and workflows.
- Maintain up to date filing system with an electronic and hard copies where necessary of financial documents including:
  - Receipts and other documentation in preparation for audit
  - Invoices and other accounts payable documents
  - Banking and other financial documents
  - Finance policy register.

*Aurora values the contribution of each team member's unique skills and expertise toward achieving its objectives. The organization is committed to supporting employees in identifying opportunities for growth and improvement, sharing their insights, and adding value wherever they can.*

*Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply.*

*Aurora is an EEO employer that welcomes applications from people who have a disability, are LGBTIQ+, and people of culturally diverse backgrounds.*

## **Other requirements of the job.**

### **Cultural Safety**

- Comply with cultural safety principles about overcoming the cultural power imbalances of places, people and policies to contribute to improvements in Aboriginal and Torres Strait Islander education. This includes:
  - Continuously growing and applying understandings of Aboriginal and Torres Strait Islander cultures;
  - Actively reflecting critically on the potential for one's own unconscious bias;
  - Continuously supporting reform (internally and externally) to ensure procedures, processes and program practices are culturally safe.

### **Child Safety / Working with Vulnerable People**

- Maintain the National Child Safety, Code of Conduct and Procedure.
- Work with internal staff and external advisors to provide internal training and advice on child safety matters.

- Role model the required behaviours including:
- Providing a welcoming and safe environment for children and young people.
- Promoting the safety and well-being of children and young people associated with the program.
- Interacting with children and young people in ways that are positive and safe.
- If required, provide adequate care and supervision of children and young people associated with the program.
- Acting as a positive role model for children and young people.
- Report to an appropriate person any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.
- Manage reports of any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.

### **Organisational Participation**

- Work with the Executive Group to understand and meet the strategic aims of the organisation.
- Work collaboratively with team members to contribute broadly to the achievement of Aurora objectives.
- Participate in organisational and team planning initiatives.
- Provide regular reporting as required.
- Promote and monitor issues of work, health and safety.
- Undertake other responsibilities and duties within the scope of this role, as directed.

### **What will make me successful in this role?**

- **Purpose and values**
  - To align with our vision that supports Aboriginal and Torres Strait Islander students to realise their full education and employment potential.
  - To uphold our core values of respect, collaboration, accountability, and impact.
  - To promote cultural, psychological, and child safety, and encourage an inclusive and supportive environment.
  - To be a leader who prioritizes purpose and people, and is dedicated to achieving excellence, promoting well-being, and fostering personal and professional growth.
- **Experience**
  - A demonstrated understanding of Indigenous histories, cultures, organisations and the issues facing Indigenous people in Australia

meeting their aspirations for their communities and families. Provide regular reporting as required.

- The ability to communicate effectively with Indigenous people, stakeholders and organisations.
- A strong eye for detail and task orientation.
- An aptitude to work towards multiple deadlines in a calm and measured manner.
- Strong verbal communication and interpersonal skills, with an ability to collaborate across teams.
- Demonstrated experience in Accounts Payables and Receivables, reconciliation of Bank accounts and high-volume corporate credit card transactions.
- Understanding of finance month-end close journals and reconciliation and payroll processing
- Experience in Excel with minimum intermediate level
- Experience with XERO, CALXA, DEXT and Employment Hero (Desirable)
- Knowledge of SCHADS Awards

## • Skills

- To take initiative in developing improvement plans as needed, aligned with the organizational strategy, needs, and capabilities.
- To effectively communicate, collaborate, and coordinate with others to achieve shared objectives.
- To be open to receiving feedback and continuously learning and growing.
- To be proactive, self-organized, and capable of working independently.
- To embrace creativity and encourage diverse thinking and working approaches.
- To be adaptable to change and responsive to the shifting priorities and requirements of the organization.
- Strong MS Suite, SharePoint and Dynamics or similar CRM skills
- Avid user of social media platforms including Facebook, Twitter and Instagram
- Previous exposure to Mailchimp or equivalent are highly regarded.
- Photoshop and video editing experience are also regarded

*\*All employees must have a working with children check (WWCC), police check, and references. Aurora will inform candidates/employees when checks are conducted. Aurora will cover these expenses.*

## What are the benefits when working at Aurora?

- To be inspired by our purpose, leaders, and team members, with 93% of our team members recommending Aurora as an excellent place to work.
- To experience a culture of psychological and cultural safety, with 96% of team members viewing Aurora as an inclusive organization.
- To have a healthy work-life balance, with a hybrid work model, "No Meetings Fridays," , and access to Sonder, Aurora's Health and Wellbeing app. We also offer policies that support employees' personal and professional goals, such as study leave, cultural leave, and maternity leave.
- To have opportunities for personal and professional growth, with multiple training sessions, Yarns with Elders and mentors, and internal development programs.
- We offer a competitive salary. Your salary would be between **\$65,000 and \$75,000** depending on your experience + super + Non-for-Profit salary package (<https://eziway.net.au/>).

### LET'S TALK!

If you want to have a confidential conversation about this role, please contact [PC@aurorafoundation.com.au](mailto:PC@aurorafoundation.com.au) we will be delighted to speak with you.

To know more about Aurora Education Foundation please visit

<https://aurorafoundation.com.au/> or follow us    

Artwork created by our Aurora High School Program Students