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| **ROLE PURPOSE: Finance & Operations Officer – Indigenous Australia Program**  | C:\Users\dko\Downloads\Logo-standalone-JPEG.jpg |
| Image of Fred Hollows | **How we value your contribution:** |
| **Remuneration package**We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.**Salary packaging**We qualify as a health promotion charity so the Australian Taxation Office (ATO) allows us to reimburse you for personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income Tax Free Threshold.**Leave**You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave. You will also receive 5 days paid leave between the Christmas and New Year period and other types of leave such as personal (sick or carers’) leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions. **Paid parental leave**We provide 8 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers, In addition, upon receipt of notification from the Family Assistance Office, primary carers may access 18 weeks paid parental leave at the statutory rate.**Performance & development**Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.**Learning & development**Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.**Leadership**Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.**Study support**We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.**Recognition**Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.**Flexible work arrangement**You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.**Health & safety**We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to assist in making your workplace safe.**Employee Assistance Program**You and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters. |
| **Our Vision**A world in which no person is needlessly blind of vision impaired |
| **Our Purpose**To end avoidable blindness and improve Indigenous Australian’s health. |
| **At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.** |
| **To work in The Foundation you will:** | Role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to divisional, team and individual work plans for more specific details |
| * Be eligible to work in Australia and other regions where you will be based
* Undergo background check including criminal records and qualifications check
* Undergo working with children check for positions which are identified as working with children.
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| **ROLE PURPOSE** |  |  | C:\Users\dko\Downloads\Logo-standalone-JPEG.jpg |
| **Role Title**:Finance & Operations Officer – Indigenous Australia Program | **Division:**Programs IAP - Australasia | **Location:** Darwin | **Date:** Feb 2019 |
| **Employment type:** Full Time | **Reports to:**Assistant Manager – Operations & Finance- IAP/ROC Australasia | **Number of direct reports:** 0 | **Leadership Band:**Leads self |
| **Purpose of the role:**The Finance & Operations Officer is accountable for providing local finance and accounting support to the Indigenous Australia Program (IAP), the Australasia Region and to do so, will work closely with the Sydney Finance Team. High-level operations support to the Indigenous Australia Programs Management Team and Australasia Regional Team (ART) is also required.  |
| The Finance & Operations Officer – IAP will own the outcome of:1. Prepare all documentation in relation to the Indigenous Australia Program & Australasia Regional Program for payments ensuring compliance with FHF policy and procedures
2. Enter and post all transactions into the Financial system ensuring correct approvals, accuracy and the timely entry of data
3. Work closely with ART, IAP and Sydney (Finance, Business Operations and Program Operations) Teams.
4. Ensure all program staff understand the financial requirements, policies and procedures enabling them to provide complete, accurate and timely documentation to make on-time payments and purchases as per program work plans and budgets
5. Preparation of budgets, cash flow forecasts, reconciliations of balance sheet etc.
6. Accounting & reporting of Partner Funds & Donor funds (if required) in an accurate timely manner
7. Other tasks as requested by your manager
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| **Our Capabilities:*** **Look out**
* **Look within**
* **Look Beyond**

**As a member of the Foundation Family you will:**1. Live by the values of The Foundation and support The Foundations culture, performance and brand.
2. Adhere to all The Foundation policies & Procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.
 | **Essential Experience:** * Strong Experience in a Finance department requiring the use of an Accounting system, processing of transactions and completing reconciliations
* Experience in financial compliance
* Experience budgeting and forecasting and providing analysis of financial information
* Experience in working within and across teams of diverse cultures, skill levels and experiences
* Experience in working with external partners with a diverse range of cultures and capacity
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| **Skills:*** Outstanding organisational skills, attention to detail and a demonstrated ability to meet competing deadlines.
* Demonstrated capacity to work productively and respectfully in a team.
* Excellent interpersonal, oral and written communication skills (English essential)
* Excellent knowledge and capability utilizing Microsoft Office and accounting software
 | **Desirable Experience:*** Experience in an International NGO
* Specific experience with Sun Systems
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| **Qualifications:** CA/Diploma in Accounting qualifications | **The position involves:**This position is recognised as having “Contact with Children” either direct or indirect  |
| **Travel:**Domestic & International (Rare) | **Additional Responsibility:**Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers. |