

## ROLE PURPOSE: Finance & Operations Assistant –Oceania & USA HUB



### Our Vision

We see a world in which no person is needlessly blind or vision impaired.



### Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can always exercise their right to sight and good health.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.

### 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 14 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.

### To work in the Foundation you will:

- 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.



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

# ROLE PURPOSE

**Role Title:** Finance & Operations Assistant – Oceania & USA HUB

**Division:** Business Operations

**Location:** Syd or Darwin

**Date:** August 2020

**Employment type:** Full time, Permanent

**Reports to:** Commercial Partner – Oceania & USA

**Number of direct reports:** 0

**Leadership Band:** Leads Self

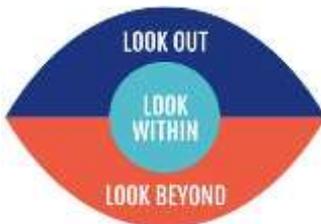
## Purpose of the role:

The **Finance & Operations Assistant – Oceania & USA HUB** will lead on the transactional, administrative, operational and project support required by the team in the context of a Global operating environment. Ensure global consistency to, accounting standards, procurement practices and contract management practices.

The **Finance & Operations Assistant - HUB** will own the outcomes of:

1. Provide the Hub team with general administration including being the first point of contact for general inquiries, circulating of information and resources to enable team members;
2. Implement payroll transactional inputs to enable accurate and timely payroll delivery
3. Point of contact for incoming communications, assess its significance and ensure appropriate distribution and/ or response
4. Assist in producing all relevant materials that aid in communication between stakeholders, including presentations, project and administrative systems/tools
5. Set-up contract requirements within the necessary systems to ensure timely payment and ensure payments are made in line with contractual arrangements and procurement procedures
6. Provide project administrative support to monitor, organise and improve project tracking systems (PRISM), collaborate with team members to evaluate progress and refine plans, while exercising sound judgment for reporting on project progress
7. Coordinate, in conjunction with the Commercial Partner, the schedule for financial payments such as raising purchase orders, payment of invoices, and support the preparation of monthly, quarterly and annual reconciliations and accounts, ensuring all are completed to deadlines.
8. Web and document editing, scanning, filing and records management
9. Governance and compliance administrative support
10. Other tasks as requested by your manager

## Our Capabilities



### As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and 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:

- A minimum of 5 years proven experience in a similar role working in a dynamic, fast-paced and highly collaborative environment.
- Need 5 years proven experience in finance role including AP and month end processes
- Has experience supporting office and project requirements for a small and diverse team to ensure smooth business operations.
- Demonstrated experience processing payroll and liaising with key stakeholders to resolve any issues
- Demonstrated experience contributing to procurement and contract management transactions and payment processes
- Demonstrated experience managing transactions across multiple technology solutions
- Prior experience in creating and maintaining project and administrative systems such as procedures, policies, files and records.
- Knowledge of financial and document management systems.
- An understanding of and adherence to confidentiality requirements.

<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Exceptional attention to detail and the tenacity to drive things through to completion.</li> <li>• Excellent organisational skills along with being proficient in multi-tasking.</li> <li>• Ability to work independently with limited supervision, and as part of a small global team.</li> <li>• Excellent verbal and written communication skills and demonstrated ability to communicate effectively at all levels within and across a complex global organisation.</li> <li>• Ability to prioritize tasks effectively in a fast-paced environment with shifting demands and conflicting deadlines.</li> <li>• The ability to think in cross-functional concepts across a multi-cultural environment.</li> <li>• A commitment to quality customer care and the ability to build and manage strong internal and external business relationships.</li> <li>• A 'can do' attitude, initiative and a solution-focused approach.</li> <li>• Strong project management and problem-solving skills.</li> <li>• Proficiency in Microsoft Office Suite.</li> </ul>	<p><b>Desirable Experience:</b></p> <ul style="list-style-type: none"> <li>• An interest to work with an international NGO specialising in the eye-healthcare sector.</li> <li>• Prior experience of working in a global and complex organisation.</li> <li>• Processing payroll through SAP SuccessFactors or similar</li> <li>• Utilising iPOS or similar to undertake transactional cycle or procure to pay</li> </ul>
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<p><b>Qualifications:</b></p> <p>Relevant experience in a similar role</p>	<p><b>The position involves:</b></p> <p>This position is not recognised as having “Contact with Children” either direct or indirect</p> <p>This position does not involve “Working with Children” either direct or indirect.</p>
<p><b>Travel:</b></p> <p>Not Required</p>	<p><b>Additional Responsibility:</b></p> <p>Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.</p>