ROLE PURPOSE: Finance Coordinator – Programs & Grants

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.

Leave
You will have access to annual leave each year (pro-rated for part-time employees) in line with local regulations. You will also receive 5 additional days paid leave between the Christmas and New Year period and other types of leave such as personal (sick or carer’s), maternity, paternity, and compassionate leave.

Performance and 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 and 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 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 and wellbeing
We are committed to supporting your health, safety and wellbeing. If required, 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.

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

To work at 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 having access to 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 Title:** Finance Coordinator – Programs & Grants  
**Division:** Business Operations Finance  
**Location:** Sydney, Australia  
**Date:** Dec 2021  
**Employment type:** Full time permanent  
**Reports to:** Commercial Partner – Programs  
**Number of direct reports:** 0  
**Leadership Band:** Leads Self  

### Purpose of the Role:
The Finance Coordinator - Programs & Grants provides financial support and guidance to Programs Division in the commercial workplanning, costing, financial analysis, and decision-making. Critically and specifically, there is a particular emphasis on the cross divisional support for Programs and Public Affairs in the development, contracting and management of grants and restricted donations received by The Foundation.

### For The Foundation’s global donor grants and restricted donations:
1. Support grant proposal development including ensuring the alignment of financial commitments between the Public Affairs and Programs divisions.
2. Co-ordinate and work closely with Global and Country teams to ensure all budgets developed for restricted grants are adequately costed and accurate, optimize direct and indirect cost recovery and meet all budgeting and financial rules specified by the donor. This includes development of costing norms and processes to capture local and HQ costs accurately and systematically and to provide guidance for the development of proposal budgets.
3. Manage the delivery of financial reports, analysis and insights relevant for financial management and monitoring of donor funded grants, and raise and follow through queries with relevant stakeholders.
4. Oversee the grants and restricted donations workflow process and work with key stakeholders to implement changes to improve the end-to-end process and provide the necessary guidance and training of internal stakeholders to ensure these processes are adhered to.

### For finance business partnering with stakeholders
5. Collaborate with Commercial Partners and rest of Global Finance Team to support Programs Division complete their budgets and forecasts and review/analyse periodic Programs Expenditure and Income reports.
6. Ensure The Foundation’s internal budgets and forecasts are in line with grant contracts.
7. Work closely with Grants Coordinators and Grant Development team to help them navigate the internal financial policies of The Foundation and project budgets.
8. Support the facilitation of organisational financial modelling, budget, forecasts, and work planning processes.
9. Act as an extended member of the global finance team to meet all finance priorities and timelines.

### Additional responsibilities:
- Support and cover for Global Finance team members including any expansions into new territories.
- Adhere to all health and safety policies and procedures ensuing that the work that they are responsible for is carried out in ways which safeguard the health and safety of others.
- Other tasks as requested by your manager.

### Skills:
- Analytical approach and ability to identify key issues and their implications.
- Strong communication skills, written and verbal.
- Ability to articulate financial information in a simple/concise way to a non-financial audience.
- Ability to consider the strategic and financial impact of decisions and initiatives.
- Sound knowledge of financial accounting systems.
- Demonstrated attention to detail and understanding accounting principles and auditing standards.
- Strong Project Management skills.
- Ability to multitask and work independently.

### Our Capabilities:
**As a member of The Fred Hollows 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 policies and procedures.
3. Strengthen the health, safety, and wellbeing of all.
4. Lead, collaborate and contribute to all interactions.

### Qualifications:
- CPA / CA qualification or equivalent.

### Essential Experience:
- 3-5 years management accounting experience, ideally in a divisional support function or similar.
- Experience and direct involvement in developing budgets and forecasts and analysing variances to plans.
- Experience producing regular and ad-hoc financial reports.
- Experience of supporting and partnering with non-finance stakeholders.

### Desirable Experience:
- Regional or Head Office experience in a role guiding or collaborating with multiple/virtual teams across different regions, countries and cultures.
- Experience with the NGO sector and involvement in funding grants (ideally AU, US and/or UK government contracts, institutions and other philanthropists), including using appropriate methodologies to recover direct and indirect costs.
- Experience in capacity development in a cross cultural setting.

### Travel:
International travel may be required.