

ROLE PURPOSE: PROGRAM FINANCE OFFICER



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.

13th month payment

As a permanent employee, you will receive a payment equivalent to one month's salary each year (pro-rata for those working part of the year).

Leave

You will have access to annual leave each year (pro-rated for part-time employees) in line with local regulations. You will also have access to other leave such as personal (sick or carers') leave, maternity leave, paternity leave and compassionate leave.

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.

Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability

We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

Health & safety

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.

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:**

Programs Finance Officer

Division:

Programs

Location:

West Guji Zone

Date:

August 2021

Employment type:

Full time Fixed Term

Reports to:Grant Coordinator &
matrix relationship ZPAs**Number of direct reports:**

NIL

Leadership Band:

Leads Self

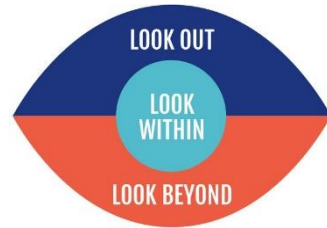
Purpose of the role:

Under the direct supervision of the Grant Coordinator, the Program Finance Officer is responsible for working with partner organizations to assist them in financial management. Oversee partners financial reporting, budgeting, expenditure and compliance that relate to partner organizations, in line with donor and FHF procedures and policies. Builds the financial management capacity of Zonal/Woreda level finance through training and support while working closely with program staff in conducting various reviews and engagement with Zonal/ Woreda level implementing partners to ensure adequate oversight of the use of donor resources.

Key Responsibilities:

- Participate in project planning, partnership development and monitoring and evaluation activities.
- Review vouchers and invoices and monitor payment requests and disbursements on project activities assigned.
- Provide support in maintaining accurate filing project financial information.
- Maintains accounts payables and receivables in order to ensure complete and accurate records of funds.
- Review financial documents at Zonal/Woreda level for compliance with different requirements.
- Coordinates and assists with the financial management of sub grants (e.g. funding, expenditure, budget adjustments, spending down etc.) for purposes of complying with all program and guidelines of awarding organizations.
- Coordinates post award grant processes (e.g. evaluations, budget, finance, reports, retention of records, etc.) and prepares budget reports for funds, account reconciliations, identifies and resolves discrepancies.
- Monitors budget expenditures, grant spend down, progression of grants with respect to invoicing milestones.
- Troubleshoot problems as necessary and work to resolve payment delays making sure all invoices are billed accordingly and accurately.
- Financial report preparation and drafting.
- Follows unused fund balance reimbursement to FHF bank account.
- Support in the preparation of project payments and transfers from zones to districts.
- Supports zonal BOFEC in preparation of payments and donor reports
- Preparation of required correspondence.
- Follow up the progress reports and prepares financial reports for the funds received.
- Other tasks as required from time to time.

Our Capabilities:



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.

Skills:

- Strong communication skills including fluency in written and spoken English and the ability to write effectively for varied purposes and audiences;
- Ability to work well with others under deadline situations and juggle several priority tasks.
- Outstanding organisational and time management skills including the ability to prioritise and multi-task work;
- High sense of integrity, ethics and confidentiality;
- An excellent team player and result-oriented personality;
- Ability to support the development of skills and capacity including training initiatives;
- An energetic self-starter with the resilience, pace, interpersonal flexibility and comfort with ambiguity to succeed within the evolving and sometimes demanding contexts;
- Ability to be flexible/adaptable in the face of changing priorities and to maintain a sense of humor;
- Ability to work independently, take initiative, set priorities and support programs;

Essential Experience:

- At least 5 years working experience in a similar role within a recognized NGO.
- High level of computer literacy with sound knowledge of financial accounting software and spreadsheet packages.

Desirable Experience:

- Solid knowledge of full-cycle accounting principles, financial systems, budget/cash-flow monitoring and internal accounting controls.
- Knowledge and use of SUN systems.
- Extensive work experience in an international development sector in Ethiopia.

- Ability to support the development of skills and capacity including training initiatives.
- Must be able to build and maintain strong relationships with a wide range of stakeholders.
- Good problem-solving skills: demonstrates resilience and initiative when faced with challenges.
- Strong interpersonal, facilitation and presentation skills.
- Demonstrated capacity to work effectively in cross cultural / mixed language environments.
- Ability to work with minimum supervision.

Qualifications:

BA Degree in Accounting and/or Finance

Travel: International/Domestic

The position involves:

This position is recognised as having “Contact with Children” either direct or indirect

Additional Responsibility:

