

## **About AIEF**

*hard heads, soft hearts, capable hands*

AIEF (Australian Indigenous Education Foundation) was established in 2008 in response to community demand from Indigenous families who choose to enrol their children in boarding schools.

Bringing together the government and private sector, AIEF provides scholarship funding for Indigenous students to complete Year 12 or tertiary studies, with career support to help them make a successful transition to employment.

Backed by some of Australia's most influential business and community leaders, AIEF has grown from one scholarship student in 2008 to now supporting over 1,000 young Indigenous people from over 400 communities in every state and territory of Australia.

## **Role responsibilities**

Play an integral role in the Finance function, supporting the integrity of the general ledger and chart of accounts through; accounts payable, account receivable, and the month end close.

Accounts Payable functions:

- Preparing invoices for payment
- Processing the monthly corporate credit cards through ProMaster Expense Management System
- Uploading journals to MYOB
- Preparing Scholarship Distributions
- Preparing Month End reporting
- Performing ProMaster Admin role and assisting team members when required

Accounts Receivable functions:

- Processing and invoicing of donations, recurring pledges and sundry receivables
- Preparing donation reconciliations and reports
- Maintaining accurate records within CRM database
- Processing and invoicing of school contributions and co-funding
- Co-ordinating Debtor management
- Preparing Month End reporting
- Monitoring Contra arrangements

Month end

- Preparing Bank and other General Ledger reconciliations
- Preparing Month end and intercompany journals
- Compiling the BAS and PAYG return
- Supporting the production of the Month End pack and variance analysis
- Maintaining asset register and depreciation schedules

Assisting the General Manager – Business Services with:

- Preparing Superannuation payments
- Managing the relationship with outsourced payroll provider
- Ensuring appropriate internal controls, policies and procedures are in place
- Preparing financial acquittal reports to government and philanthropic funders

- Preparing the annual operating budget
- Preparing the year end statutory accounts, annual audit and statutory filings
- Preparing the finance section of the annual report
- Identifying risks and opportunities
- Ad-hoc analysis and reporting

### **Essential Qualifications and Requirements**

- Relevant tertiary qualification in Accounting
- An accounting career professional with 1-2 years' experience in a hands-on finance and accounting function
- Proven ability to work both alone and part of a small team, liaising with stakeholders including cost centre managers and the Executive Committee
- Experience in the use of MYOB (preferably MYOB Advanced).
- Advanced excel and analytical skills.

### ***Desirable***

- An understanding of AIEF's working environment, including not-for-profit financial and regulatory responsibilities.
- Experience in the use of CRM (preferably Dynamics 365).
- Ability to identify and execute on process and system improvements.

### **Essential Attributes and Approach**

- Capacity to work flexibly and proven ability to prioritise workload independently.
- Thorough and accurate with a high level of attention to detail.
- Pragmatic and applies common sense to findings.
- Proactive communicator and adept at managing up.
- Strong interpersonal skills, with a proven ability to build and sustain relationships and assist non-finance managers and staff to understand and utilise financial concepts.
- Exceptional time management and planning skills, including demonstrated ability to meet deadlines, establish priorities and work under pressure.
- Outcomes focused.

### **The Reward**

- Salary packaging (which can add up to \$15,900 in tax-free pay per year)
- Paid Cultural and Enrichment leave
- Optional WFH Wednesday
- Paid Parental Leave
- Additional Annual Leave after 3 years' service
- Employee Assistance Program, a free and confidential counselling service

The Australian Indigenous Education Foundation is committed to the safety and wellbeing of our students, our stakeholders and our team as well as their families and communities. Therefore, we require all new employees starting at AIEF to be fully vaccinated against the COVID-19 virus.

### **Application Information**

If you would like a copy of the position description please email [jobs@aief.com.au](mailto:jobs@aief.com.au).

To apply for this position click Apply Now and follow the prompts. Please attach your resume with a cover letter (maximum two pages) addressing the Selection Criteria.

Please apply as soon as possible, applications are considered as they are received.

*We encourage applications from Aboriginal and Torres Strait Islander people, people of all ages, people with disabilities, the LGBTQI community, and people from culturally diverse backgrounds.*

*Employment is subject to satisfactory referee checks, a current employment working with Children Check, National Criminal History check and proof of the right to work in Australia.*