

About AIEF

hard heads, soft hearts, capable hands

AIEF 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 across Australia.

About the role

The Finance Manager is integral to the AIEF Business Services team and wider organisation in terms of responsibility for managing the day to day financial operations, and providing support to the Chief Operating Officer and Executive Committee.

Critical to success will be taking full ownership of the Finance function, including maintaining the integrity of the general ledger and chart of accounts through; accounts payable, account receivable, payroll and the month end close. Preparation of timely and accurate financial reports, statutory returns and acquittals.

Key responsibilities and Functions

Full ownership of the Finance function, including maintaining the integrity of the general ledger and chart of accounts through; accounts payable, account receivable, payroll and the month end close. Preparation of timely and accurate financial reports, statutory returns and acquittals.

Reporting

- Lead the year end financial and data audits
- Prepare the year end statutory accounts and financial section for Annual report
- Calculate APSA and prepare memo
- Support the year end Scholarship distribution process
- Prepare Government and Philanthropy funding acquittals
- Ad-hoc analysis and reporting

Compliance and Risk Management

- Administer the Quarterly Risk management meetings
- Co-ordinate the organisation's risk activities including treatment plans, annual reviews and framework reporting
- Maintain insurance - worker's compensation, general insurance, public liability and D&O
- Lodge BAS and Superannuation Contributions
- Satisfy Fundraising licenses and state based statutory compliance obligations
- Support the Organisation's Working with Vulnerable People framework

Month End

- Prepare Month end and intercompany journals
- Lead the preparation of the monthly finance reporting pack and variance analysis
- Prepare Donation Reconciliations
- Ensure accuracy of Monthly Funding report
- Maintain and finalise Upcoming Pledge report

Mentor and Coach the Assistant Accountant

- Accounts Receivable and Payable
- Donor support requests
- Month end areas of responsibility
- ProMaster expense management system administration
- Scholarship Distributions

Assisting the Chief Operating Officer with:

- Managing relationship with outsourced payroll provider
- Financial Modelling and Cash flow management including the administration of investments
- Ensuring appropriate internal controls, policies and procedures are in place
- Administration support for the Investment Committee
- Preparing papers and reports for Board meetings
- Operational KPIs

Essential Qualifications and Experience

- Relevant tertiary qualification in Accounting and full membership of a recognised Accounting body (e.g. CPA, CA).
- An accounting career professional with 4-5 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 Accounting software (preferably MYOB Advanced).
- Ability to identify and execute on process and system improvements.
- Advanced excel and analytical skills.

Desirable

- 1-2 years' people management experience.
- Knowledge of, or ability to obtain knowledge of, Risk management
- An understanding of AIEF's working environment, including not-for-profit financial and regulatory responsibilities.
- Experience in the use of CRM (preferably Dynamics 365).

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.

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.