

<b>Job Title</b>	<b>Associate Director, Finance and Operations</b>	<b>Location</b>	<b>Sydney</b>
<b>Reports To</b>	<b>Chief Executive Officer</b>	<b>Type</b>	<b>Part-time</b>

### Overview of the Position

*Associate Director, Finance and Operations is responsible for all aspects of financial and operational management of Asia Society Australia*

### Key Duties

#### Financial

- Working with Admin Assistant to ensure accurate and appropriate recording of revenues and expenses to ensure all journals are complete and substantiated
- Manage and close the month end accounting process and reconciliations by office
- Preparation and management of monthly payroll
- Preparation and timely lodgement of PAYG, BAS returns and FBT returns
- Review and maintenance of business insurances including workers compensation
- Preparation and maintenance of cash flow reporting and forecasting
- Preparation of quarterly financial reports for CEO and Board of Directors
- Preparation of annual and Project budgets, ensuring spending is in line with budgets
- Preparation and co-ordination of annual external audit
- Liaising with a range of internal stakeholders to provide regular analysis and understanding of financial performance
- Adherence to and development of appropriate internal control policies and procedures
- Other duties as required by the Organisation

#### Operational

- Development and delivery of defined Operational KPIs
- Development and management of office operations and procedures
- Continuously identify and streamline process improvements / system upgrades
- Development and delivery of Asia Society membership process
- Maintenance of database integrity
- Delivery of office administration duties and support services to the team
- On boarding and offboarding of employees
- Ensuring a safe and supported working environment
- Training and development of Administration Assistant
- Other duties as required by the Organisation

Selection Criteria	Essential	Desirable
<b>Qualifications</b>		
Bachelor's degree or higher in Accounting or Finance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CA / CPA qualified but not essential	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Experience</b>		
Minimum 10 years + experience in financial management of SME or organisation in the not-for-profit sector	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extensive experience and up to date knowledge of Xero accounting software	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SME service-based operational experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Managing staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Knowledge</b>		
Demonstrated expertise in financial management of a business	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Advanced skills in financial analysis and problem solving	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hardworking, detail-oriented, methodical, and very structured	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to manage multiple tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good interpersonal skills, enabling you to relate to a diverse range of people	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to organise your work, setting priorities and meeting reporting/statutory deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong verbal and written communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keen attention to detail and analytical skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interest and/or work experience in Asia, ideally demonstrating some general knowledge on Asia / international relations	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Computer Skills</b>		
Expert in Xero accounting package, especially reporting by tracking categories	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proficient in Microsoft Office Suite	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customer Relationship Manager (CRM) Systems – Salesforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marketing journey software – Autopilot	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Other</b>		
Ability to travel interstate when required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>To Apply</b>		
<p><b>Position Enquiries:</b>          Melissa Kemper – Director of Operations</p> <p><b>How to apply:</b></p> <ol style="list-style-type: none"> <li>Please e-mail your CV and a cover letter to <a href="mailto:HR_AUS@asiasociety.org">HR_AUS@asiasociety.org</a> by <b>COB 15 Nov 2020</b>.</li> <li>Please indicate the job title in the subject line.</li> </ol>		