



The Fred Hollows Foundation

Job Description

Name	TBC
Job Title	Consortium Financial Accountant for the Avoidable Blindness Initiative (ABI)
Division	Finance
Position type	Full time fixed term based in Sydney office
Reporting & working relationships	This position reports to the Finance Manager and works closely with designated personnel in the International Programs Division and with the Agencies who are members of the ABI Consortium.
Date	TBC

Role summary & time allocation	% time
<p>The Consortium Accountant's major responsibilities in relation to the Avoidable Blindness Initiative include:</p> <ul style="list-style-type: none"> • Financial reporting • Budget Development, monitoring and reporting • Annual Accounts and audits • Cash Management including FX transmissions overseas • Liaising with non-finance personnel, locally and internationally • Other duties 	<p>[50%] [15%] [15%] [10%] [5%] [5%]</p>

Responsibilities and related tasks	Performance objectives
<p>Financial reporting for Consortium programs</p> <ol style="list-style-type: none"> 1) Provide general support to Consortium Secretariat in relation to any financial matters. 2) Liaise and provide support to consortium members as required. 3) Reconciliation of all balance sheet accounts. 4) Produce monthly and quarterly Consortium Management Accounts, including variance analysis. 5) Provide support to the Consortium Secretariat to finalise the commentary on the monthly, quarterly and board reports. 6) Raise invoices as required. 7) Prepare all working files in relation to cost allocation across Consortium Programs. Including, all related graphs and charts to present an overview of Income and Expenditure. 8) Provide support to the Consortium secretariat in determining the financial systems and resources required in program countries. 	<p>All financial accounts are prepared with a high degree of accuracy and as per the agreed timeframe.</p> <p>All accounts and relationships with consortium members are well managed.</p> <p>The Consortium Secretariat receives the support it requires.</p> <p>Consortium members receives the support it requires.</p> <p>The Finance Manager is appropriately supported in relation to the ABI.</p>
<p>Budgets</p> <ol style="list-style-type: none"> 9) Develop worksheets and appropriate templates for all 	<p>All budget schedules and reports are</p>

<p>Consortium Programs.</p> <p>10) Roll-out the budgeting-process and timeframes to Consortium Partners and provide advice in the use of the budget templates and other related matters.</p> <p>11) Coordinate and compile the annual budget for the Consortium in accordance with agreed templates and time-frames. Refine and update the budget to incorporate changes as it develops to the final stage.</p>	<p>completed within the agreed timeframes and as per the relevant procedures with a high degree of reliability.</p> <p>A sound annual budget is produced that reflects the strategic goals of the Consortium and supports its work.</p>
<p>Annual Accounts and Audits</p> <p>12) Understand and comply with relevant financial legislative, professional and accreditation requirements.</p> <p>13) Prepare additional audit schedules as requested by the External Auditors.</p> <p>14) Produce the full Financial Statement at year end for review and Annual External Audit. This includes compliance with all legislative requirements and the production of the Recognised Development Education (RDE) calculation.</p> <p>15) Ensure compliance with all relevant tax and corporate legislation, the ACFID Code of Conduct, the AusAID Accreditation requirements and other mandatory professional reporting requirements.</p> <p>16) Implement appropriate internal control systems and processes in program countries leveraging from the FHF systems and processes.</p>	<p>All necessary documents and transactions are accurately completed and lodged within the required timeframes.</p> <p>The Consortium receives unqualified annual audit reports.</p> <p>The Consortium's financial management remains compliant with all relevant legislation, codes and standards.</p> <p>The programs receive unqualified annual audit reports.</p>
<p>Cash Management</p> <p>17) Ensure close monitoring of Funding receipts including follow-ups, raising of invoices, etc.</p> <p>18) Ensure payments for program expenditure are paid promptly and in accordance with Program Plans.</p> <p>19) Observe internal control processes in relation to FX transmissions to overseas Programs.</p>	<p>All necessary controls are in place to ensure Funds are received and paid in accordance to approved Budget.</p>
<p>Consortium Financial Systems and reporting set up</p> <p>20) Understand the reporting requirements of Consortium and establish appropriate financial framework.</p> <p>21) Understand reporting and system issues of consortium members.</p> <p>22) Develop system reports and chart of accounts appropriate for the reporting and analysis of Consortium results.</p> <p>23) Leverage from existing FHF financial management systems where appropriate.</p> <p>24) Set up bank accounts, ATO registrations and any other registrations necessary.</p>	<p>Systems and processes are set up to meet the reporting needs of consortium.</p>
<p>Liaising with other Personnel and Other duties</p> <p>25) Work collaboratively with other non-financial staff to develop an understanding in Program activities and to assist in financial capacity building.</p> <p>26) In conjunction with FHF's Finance Manager, review all financial policies and procedures at least on an annual basis, and ensure they are always current and correct.</p> <p>27) Other duties as may arise.</p> <p>28) Understand and comply with the Policies and Procedures Manual.</p>	<p>The Finance Division's policies and procedures are clear, current and understood by relevant staff.</p> <p>Other relevant duties are undertaken upon the request of the Finance Manager.</p> <p>Adherence to the policies and procedures of the organisation. The</p>

29) Undertake training as directed by Manager. 30) Maintain qualifications and undertake training as requested by manager.	Finance policies and procedures reflect current practices. Qualifications are kept current. Skills are developed in areas of need.
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Authorised by HR Manager

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 HR Manager

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 Date

This job description defines the broad responsibilities of this position. Please refer to the workplans for more specific details of the strategies and performance indicators.

I have read, understood and agree to meet the requirements of the job description.

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 Name

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 Signature

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 Date