

AVI Position Description

POSITION TITLE: Finance Manager	CLASSIFICATION: AVI Band 5	PROGRAM: AVP	DATE: January 2025
LOCATION: Melbourne	REPORTS TO: Chief Financial Officer - AVI	POSITIONS REPORTING TO THIS ONE: 1 x Program Accounting Team Leader (overseas) 2 x Program Accountants (Second level manager, overseas) 1 x Program Finance Team Leader (overseas) 4 x Finance Coordinators (Second level manager, overseas)	
<p>ORGANISATION</p> <p>AVI is an Australian not-for-profit organisation committed to achieving economic and social development outcomes across Asia, the Pacific and the world. AVI believes in self-determination with locally owned and led change. We work for a peaceful, sustainable and just world by partnering with people and organisations to share skills, knowledge and experience to achieve the positive change and development goals they seek.</p> <p>As an international development not-for-profit with 150 staff, AVI has offices in Melbourne and 22 countries internationally supporting students, volunteers and mentors in 28 developing countries. AVI is a managing contractor for DFAT with \$195m under management, predominantly under the Australian Volunteers Program.</p>			
<p>VALUES:</p> <p>We expect all our employees demonstrate the ability to uphold AVI Values through behaviour, leadership, and projects. Our Values are: Equity and Social Justice; Diversity and Inclusion; Integrity; Partnership; Solidarity; and, Respect.</p>			
<p>KEY OBJECTIVE:</p> <p>The Finance Manager is responsible for managing the budget for the Australian Volunteers Program. This role will maintain a high standard of accountability and transparency in regards to the financial management of the program. This includes regular reporting both internally (with program staff, AVI CEO, Board-sub committees as required) and externally with DFAT. This role will also be responsible for performance budgeting, forecasting and audit requirements in-line with the program head contract.</p>			
ACCOUNTABILITIES			
KEY RESULT AREA	KEY ACTIVITIES	PERFORMANCE MEASURES	
Leadership and management	<ul style="list-style-type: none"> Provide strong leadership and overall management in decision-making and setting high-performance standards for the AVP finance team that align and support the strategic priorities of the Program 	<ul style="list-style-type: none"> Program finance team performs effectively and cohesively and achieves all deliverables 	

	<ul style="list-style-type: none"> • Convene regular team meetings with direct reports to discuss and review activities • Monitor quality of processes and outcomes undertaken by the AVP finance team and provide professional guidance and coaching to staff and regular informal feedback on performance • Provide leadership to the AVP finance team and manage the integrity and quality of input provided by transaction, staff in-country and outputs of program finance team <p>Manage and develop Australian Volunteers Program Finance team performance development plans in line with relevant AVI policies and procedures</p>	
<p>Financial Management & Reporting</p>	<ul style="list-style-type: none"> • As a member of the program’s senior management team, deliver timely and precise financial management advice, to ensure informed decision-making and accountability, including information to Contractor Representative • Develop and monitor the program budget on an annual basis, ensuring accurate financial oversight and reporting on performance to the Program Director and Deputy Program Director and Contractor Representative on financial performance • Ensure robust financial management practices are developed and implemented across the program to support delivery of the Program. • Develop and implement best practice costing models to evaluate the cost, impact and viability of program • Prepare monthly management reports including variance analysis • Implement quality assurance processes to ensure accuracy of report information and ensure data is accurately maintained on finance systems • Develop and implement financial policies and processes to ensure 	<ul style="list-style-type: none"> • Monthly reports, budgets and forecasts are delivered on time and accurately, with strong knowledge demonstrated on all variances • Effective and efficient business partnering with various budget holders and senior leadership

	<p>rigorous financial management across the program; ensure that all policies and processes are in-line with AVI policies, procedures and practices</p> <ul style="list-style-type: none"> • Liaise with DFAT in terms of responding to queries, providing additional advice in terms of the financial management and financial performance of the program. 	
Budget, Forecasting and Analysis	<ul style="list-style-type: none"> • Prepare the annual budget in line with contract requirements, updating and managing revisions as required • Maintain lifetime budget for program. • Provide informative and interpretive trend analysis and forecasting to support program decision-making as required • Collect, monitor and analyse regular forecast information and proactively address any issues with relevant program managers • Provide timely financial and program analysis 	<ul style="list-style-type: none"> • Annual Plan budget is prepared on time and in line with contractual obligations. • Ongoing monitoring of program expenditure • Program budgets are developed on time and in line with contractual obligations. • Reforecasts are provided on a timely and accurate basis.
Compliance & Contract Reporting	<ul style="list-style-type: none"> • Generate monthly, quarterly and annual financial and expenditure reports ensuring compliance with Australian Volunteers Program requirements and timeframes. • Develop performance budgeting, forecasting and audit requirements, including contributing to internal and external audit plans and processes. • Liaise with each Regional Office with regards to obtaining cumulative total expenditure and other relevant financial information in order to develop a concise single consolidated monthly AVP financial report aligned with final budget allocations. • Review monthly reconciliations prepared by the Finance Coordinator(s) 	<ul style="list-style-type: none"> • Timely and accurate reporting is achieved, both internally and externally (DFAT)
Statutory Requirements	<ul style="list-style-type: none"> • With AVI's CFO, monitor information from statutory authorities, international country offices and other 	<ul style="list-style-type: none"> • Collaborative working relationship with AVI CFO is maintained.

	<p>sources regarding relevant tax and financial legislative changes</p> <ul style="list-style-type: none"> • Respond to any legislative changes as required 	
Communication & Relationship Management	<ul style="list-style-type: none"> • Develop and maintain a close working relationship with AVI Finance team to ensure consistency of policy application and provision of relevant and timely data for consolidation and reporting purposes. • Develop and maintain proactive and productive working relationships with both internal and external stakeholders • Oversee the process of training non-finance program staff in the use and application of AVI's financial policies, internal controls and information 	<p>Strong, cohesive working relationships are developed with all internal and external stakeholders.</p>
Finance Systems Admin	<ul style="list-style-type: none"> • Train program staff members on finance systems as required • Review and improve the Australian Volunteers Program business systems, processes and procedures to ensure efficiency and strategic alignment with AVI • As a finance systems administrator, approve and oversee improvements to program's systems and processes associated with monthly finance processing • Develop performance measurement and control systems in consultation with other finance staff to ensure data integrity of financial systems • Provide to program staff to assist them in understanding financial information support, policies, procedures and reporting requirements 	<ul style="list-style-type: none"> • Systems and processes are improved over time and well understood across the program finance team.
Cash & Banking Management	<ul style="list-style-type: none"> • Oversee monthly bank reconciliations and management of funds in line with current AVI policies, ensuring operating cash levels are adequate to support the program's business operations 	<ul style="list-style-type: none"> • Monthly bank reconciliations are accurate.

<p>Team Work</p>	<ul style="list-style-type: none"> • Develop and maintain proactive and productive working relationships with both internal and external stakeholders • Communicate information as appropriate with relevant team members and to ensure they have up-to-date information • Participate in team activities and meetings demonstrating respect and consideration for individual experience and expertise. • Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of AVI 	<ul style="list-style-type: none"> • Mutually respectful and collaborative working relationships within and between teams • Feedback from stakeholders
<p>KEY CHALLENGES</p> <ul style="list-style-type: none"> • Effective management of multiple concurrent projects and competing priorities • Management of robust financial processes across global footprint • Effective management of multiple key stakeholders (DFAT, Contractor Representative, Senior AVI Personnel, Program staff) 		
<p>RELATIONSHIPS AND INTERACTIONS:</p> <p>Internal</p> <ul style="list-style-type: none"> • AVP Leadership Team • Finance Coordinators • AVI's CEO & CFO • AVI Finance Team • AVI Board (Farm) • AVI OLT and staff as directed • People & Culture Team <p>External</p> <ul style="list-style-type: none"> • DFAT • Respective Finance Vendors 		<p>PHYSICAL DIMENSIONS:</p> <p>This role requires the ability to:</p> <ul style="list-style-type: none"> • Sit or stand for long periods, as well as regular bending, crouching and reaching. • Use an appropriate lifting technique to manually handle office files and items. • Operate a computer accommodating reasonable adjustments. • React to a display (computer screen) throughout the workday. • Use a telephone within reasonable adjustments (including use of headset).
<p>DECISION MAKING:</p> <p>Under the direction of the Chief Financial</p>	<p>POSITION DIMENSIONS:</p> <ul style="list-style-type: none"> • The role will be responsible for 	

<p>Officer, the Finance Manager is accountable and responsible for developing a budget across the program which is in line with head contract obligations and captures all key activities planned for the program in any given financial year. The Finance Manager ensures that the program leadership team is fully aware of the budget position of the program at any point in time during the year.</p> <p>This role provides advice to influence decision making at the Program Leadership level. While this role works independently to ensure outcomes are delivered, the freedom to act is still dependent on decisions approved by & in consultation with the direct managers & DFAT.</p>	<p>managing 2 direct reports.</p> <ul style="list-style-type: none"> • This role will have budget responsibilities for the Program of around AUD \$40m per annum
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KNOWLEDGE AND EXPERIENCE REQUIREMENTS

Experience, Skills & Attributes

- Thorough understanding of contractual principles and their application within a financial context
- Strong customer service focus and ability to understand and respond to business needs
- Strong analytical skills in identifying and assessing process and workflow improvements
- Strong influencing skills to support staff and other stakeholders to manage processes and improvements
- Strong computer literacy and the capacity to develop and enhance systems solutions
- Excellent financial literacy, oral and written communication skills

Knowledge and demonstrated experience in:

- Demonstrated experience in financial management including monthly reporting, budgeting, forecasting, and audit requirements
- Proven experience in the analysis, interpretation, evaluation and dissemination of complex financial and business information to support business decision making
- Experience in cost-centre management reporting and variance analysis
- Experience managing staff and financial activities – including working across the organisation to drive wider financial management
- Experience in developing and implementing process improvements to finance operations
- Experience in remotely and indirectly managing the finances of operations in foreign countries
- Exceptional problem-solving skills with a proven track record of working independently to drive high-quality outcomes
- Sound knowledge of, and commitment to the underpinning values, goals and objectives of the program and understanding of and commitment to EEO, child protection and privacy principles.

Qualifications

- Tertiary qualifications in accounting and current CPA (or equivalent) status & 5 years + relevant experience in a similar role

ADDITIONAL REQUIREMENTS:

- In addition to the above, any and all other duties and responsibilities are to be performed as required and consistent with this role
- This role may require some work outside of regular hours
- Understanding of, and commitment to, EEO and privacy principles
- An offer of employment to this role may be subject to satisfactory criminal record checks. This may include require appropriate international police clearances if you have lived in a country (or countries) outside of Australia for a period of more than 12 months in the last five (5) years
- Continued employment may be subject to additional security checks from time-to-time.