



Finance and IT Officer

Title: Finance and IT Officer

Responsible to: Executive Director

Location: Sydney (Petersham)

Employment Basis: Part-time Temporary

Hours: 15 - 20 hours per week can be negotiated

Start date: TBA

About the Position

This role offers the opportunity to use your skills to contribute to a small, dynamic team that assists sustainable change in remote communities around the world. You will support our ambitious new strategy to significantly grow and deepen the impact of our work.

Reporting to the Executive Director, the Finance Officer is responsible for:

1. Administration of finances across all activities of Palms Australia including:

- Monitoring budget processes, financial reporting and acquittal procedures;
- Administering the payroll, - wages, fringe benefits, superannuation, Quarterly PAYG/BAS and End of Financial Year payment summaries;
- Maintaining accounts payable, including the follow-up of any discrepancies found;
- Maintaining accounts receivable, including the follow-up of any outstanding receivables;
- Managing monthly bank reconciliations;
- Meeting legitimate Australian Taxation Office requirements for paying BAS, FBT and other taxes;
- Preparing appropriate finance reports for review by the Executive Director and Treasurer – monthly and quarterly for the Board;
- Working with the auditor to prepare end of financial year reports;
- Paying allowances into accounts of relevant field participants and maintaining records;
- Providing data for grant applications/sponsorship packages/ethical tour promotions and ensuring compliance with reporting requirements for any grants;
- Submitting annual financial and annual reports to ACNC;
- Recording petty cash transactions and maintaining the float;
- Receipting all monies and dispatch as appropriate to relevant staff.

2. General Administration

- Process and complete documentation for commercial relationships with service providers especially with regard to banking, insurance, leasing and other contractual arrangements,
- Ensure consistency of practice with ethical, social and environmental codes of conduct;
- Ensuring compliance with various regulatory bodies such as ACNC, ATO, NSW Fair Trading and other fundraising regulatory bodies in other states;
- Co-operation with and supervision of Accounts volunteers.



3. IT Assistance

- Assist staff with general and ad hoc IT queries and issues as they arise.
- Regularly perform backups of NAS server data.
- Assist the on-boarding of new staff with setup of Windows PCs and access.
- Maintain network infrastructure and security.

The successful applicant will have:

- Sound knowledge in Xero accounting systems
- Training and experience in bookkeeping and general office administration
- Training and/or experience in diverse IT environments to support a troubleshooting role supporting other team members
- Sound computer skills using a variety of Microsoft programs and advanced skills in MS Excel
- Ability and confidence to work with minimal supervision
- A methodical eye for detail
- A demonstrated ability to work in a team

Our Vision

People reaching beyond every barrier of culture, religion, nationality, gender, class and individualism, to cooperate in achieving a just, sustainable, interdependent and peaceful world free of poverty.

Our Mission

Answering the call for sustainable development of diverse communities, by facilitating the mutual exchange of knowledge, skills and experience, in order to relieve poverty and suffering and reduce inequity.

Our Approach

Our vision and mission will be enabled where all are prepared and inspired to engage mutually enriching and challenging relationships of understanding, acceptance and care, and to share worlds of meaning in the deepest sense, with a people of a culture different from one's own. This is how we "open our hands to the world" to achieve solidarity.

Our Values

Solidarity is the key energising value of Palms Australia. Solidarity is a principle arising out of our reflection that all living creatures are interdependent and that relationship invites responsibility and therefore solidarity.

Solidarity involves liberation of victims, oppressors and innocent bystanders, allowing all life to live to the full and is not about a vague sort of compassion or shallow distress at others' misfortune. The more



who achieve this potential in life, the greater will be the contribution of all to a common or universal good.

In valuing solidarity we value love that is lived out in respect for the dignity of all life. We value humility lived out in personal integrity and responsibility. We value justice lived out in a willingness to challenge structures that prevent collective participation in creative solutions.