The Australian Conservation Foundation is Australia’s national environment organisation – half a million people, creating a world where forests, rivers, people and wildlife thrive. For more than 50 years, we’ve been protecting the web of life across our continent, from the Kimberley to the Reef and down the Great Dividing Range to Tasmania’s forests.

We bring together people from community, government and business. Our community advocates against pollution and destruction, and for our living world. We hold decision makers to account. We champion big ideas and find common ground with unlikely partners. We are proudly independent, non-partisan and funded by donations from our community.

**DEPARTMENT PURPOSE**

The Finance and Operations department is responsible for providing services to the ACF team including financial reporting, administration, facilities, information technology and supporter data analytics. The department is also responsible for safeguarding ACF’s assets, maximising financial returns from donations and ensuring compliance with statutory obligations.

The Finance team’s specific objectives are to:

- Ensure our supporters’ generous donations are spent with care
- Ensure our interaction with the ACF team is professional and efficient
- Provide financial information when and where our users need it
- Safeguard and maximise the use of ACF’s assets
- Meet our obligations as a good corporate citizen
- Proactively deliver business insights
- Respect the needs of ACF staff outside the workplace

**POSITION PURPOSE**

The principal purpose of the Position is to support the Finance Manager in delivering on the objectives of the Finance team.
ORGANISATIONAL STRUCTURE

KEY RESPONSIBILITIES

*Manage the Accounts Payable Function*

Owner of ACF’s Accounts Payable sub-ledger and has primary responsibility for the expenditure cycle, with an expectation of operating with a significant degree of autonomy.

- Ensure creditor invoices are received and processed in a timely manner, are coded to the correct general ledger account and are approved in accordance with ACF delegation policy.
- Critically review purchases to ensure that the expenditure meets expected ACF standards, including value for money, appropriateness of supplier and whether the goods/service are wholly and necessarily incurred for the benefit of ACF. Proactively raise any concerns with the Finance Manager or other senior staff member.
- Manage and process creditor payments through ACF online banking services. Ensure that supplier accounts are paid in accordance with ACF terms. Liaise with the Finance Manager to ensure that bank accounts have sufficient funds for disbursement.
- Reconcile supplier accounts to ensure that all invoices, credit notes and payments are processed and resolve any disputes with suppliers regarding balance outstanding.
- Maintain well-organised paper and electronic expenditure records to a standard where they can be readily understood by temporary replacement staff.
- Manage systems to record transactions arising from ACF employee credit cards and corporate virtual cards.
- Provide expenditure cycle induction services for new ACF staff. Provide refresher training on a periodic basis where a need has been identified. Proactively follow up outstanding paperwork and approvals with ACF staff. Proactively encourage compliance with the Finance Team’s processing timelines.
• Manage the limited accounts receivable ledger comprising outgoings payable by ACF’s tenants. Ensure that sales invoices are issued and monies collected in accordance with required payment terms.

• Develop and maintain a suite of policies and procedures related to the expenditure cycle.

Other Financial Responsibilities

• Assist the Finance Manager in meeting the month-end reporting deadline.

• Process general ledger transactions and complete balance sheet reconciliations as required by the Finance Manager.

• Promptly respond to ad-hoc requests for financial reports from ACF staff.

• Process cash and cheque receipts into the accounting system and reconcile with the fundraising system. Bank cash and cheque receipts as required by the fundraising team.

• Ensure fixed asset transactions are clearly recorded in the accounting system so that they may be quickly identified in any subsequent audit.

General Responsibilities

• Given the proximity to all expense payments, proactively identify opportunities for cost savings measures. Work with the Finance Manager and others to develop, and then manage discrete projects than can deliver savings.

• Critically review all duties performed in order to find efficiencies and enhance service delivery to ACF staff.

• Take an active role in understanding ACF’s business operations in order to better serve staff.

• Observe the safe working practices and as far as you are able, protect your own and others’ health and safety.

KEY PERFORMANCE INDICATORS

Key Performance Indicators and targets will be agreed once per year as part of the performance evaluation. KPIs will likely include:

• Accuracy and timeliness of processing creditor transactions

• Meeting monthly reporting deadlines

• Positive feedback from ACF staff.
KEY SELECTION CRITERIA

1. **Service Excellence**: Identifies and proactively responds to staff needs. Uses understanding of the staff member’s organisational context to tailor services and ensure a high-quality response. Looks beyond the obvious to provide outstanding levels of service. Constructively deals with service issues that arise in a timely manner. Effectively manages risks to service delivery.

2. **Problem Solving**: Seeks all relevant information for problem solving. Investigates and probes for the facts and liaises with stakeholders. Analyses issues from different perspectives and draws sound inferences from information available. Identifies and proposes workable solutions to problems.

3. **Communication**: Assists staff to clarify their needs; clarifies expectations of the roles, process and outcomes; responds flexibly to staff needs; develops practical solutions to complex problems; provides advice in area of expertise; liaises regularly with staff. Able to communicate technical complexity in plain English.

4. **Detail Focus**: Demonstrates a thorough approach to completing work by checking output before delivering the result. Quickly identifies gaps in information and recognises logical sequences and patterns. Recognised for highly accurate work.

5. **Planning and Organising**: Sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required; Identifies processes, tasks and resources required to achieve a goal; Establishes systems and procedures to guide work and track progress; Recognises actual and potential barriers and finds effective ways to deal with them.

6. **Integrity**: Works effectively with high degree of autonomy and accountability; self-motivated and can demonstrate initiative. Takes responsibility for own action, treating all people with dignity consistent with ACF values. Demonstrates professional discretion when dealing with highly sensitive information.

7. **Teamwork**: Cooperates and works well with others in the pursuit of team goals. Collaborates and shares information. Shows consideration, concern and respect for others’ feelings and ideas. Accommodates and works well with the different working styles of others, treating all people with dignity consistent with ACF values. Encourages resolution of conflict within group.

8. **Qualifications and work requirements**: A sound knowledge of accounting principles and procedures. At least two years’ experience working in a finance department and at least one year’s experience running accounts payable. Experience in general ledger transaction processing and reconciliations highly regarded.
**How to walk the talk...**

ACF’s top six characteristics of an ideal team

<table>
<thead>
<tr>
<th>Communicative</th>
<th>Supportive</th>
<th>Respectful</th>
<th>Fun</th>
<th>Collaborative</th>
<th>Focused</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Provide genuine, meaningful, two-way communication to staff</td>
<td>• Offer flexible work arrangements</td>
<td>• Take people’s ideas, worries and needs seriously</td>
<td>• Encourage a social and welcoming atmosphere</td>
<td>• Communicate organisational goals and provide direction</td>
<td>• Set goals and make sure we stick to them</td>
</tr>
<tr>
<td>• Provide opportunities for staff to communicate between teams and between levels</td>
<td>• Monitor, measure and seek to improve staff happiness</td>
<td></td>
<td>• Organise team gatherings to celebrate our successes and losses</td>
<td>• Emphasise shared goals, not individual goals</td>
<td>• Clearly defined reporting lines, and team functions</td>
</tr>
</tbody>
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**ACF’s Change Strategy**

**CHANGE THE STORY**
Dismantle old stories of conflict between people and nature and create new stories of connection and life that move people to action.

**BUILD PEOPLE POWER**
Build a wave of people who care and are willing to act into powerful, organised communities for change.

**FIX THE SYSTEM**
Take on the big structural challenges – the laws, policies, institutions, decisions and practices – to create a system that does right by people and nature.