INTERNATIONAL
NEPAL
FELLOWSHIP

INF Australia Program Accountant (July 2019)
Permanent part-time (1 – 2 days per week)

Sydney-based but remote or home-based work negotiable for suitable candidate

INF Australia is a Christian mission serving the physical and spiritual needs of Nepali people. We share and support the work of INF Nepal and our other partners in Nepal who provide transformational medical, disaster response and community development work among poor and marginalised people.

We are seeking an experienced and qualified accountant to:

- review our financial capacity, policies and systems, ensuring compliance with Department of Foreign Affairs and Trade (DFAT) and relevant accounting standards;
- manage all DFAT financial policy requirements, budgeting, reporting and acquittals;
- support office manager in preparation of regular (monthly, quarterly and annual) and strategic reports and forecasts for CEO, Board, and auditors;
- provide strategic financial and forecasting advice and support to CEO;
- support CEO for maintenance and improvement of financial management policies and processes.

INF Australia is a child safe organisation. All applicants will undergo police, working with children, and background checks.

The position reports to the INF Australia CEO.

Remuneration will be based on skills and experience.

Skills and Experience

- Accounting qualifications, CPA/CA preferable
- At least five years accounting experience, preferably working with Australian not-for-profits (and, ideally, Christian organisations involved in mission, aid and development)
- Demonstrated ability to manage, oversee and develop financial processes, reporting, analysis, budget and forecasting, risk and cash management
- Competence with Xero
- Attention to detail and ability to work to tight deadlines
- Ability to provide analysis of financial trends and contribute to development of financial strategy
- Understanding of INF's work, context, values, approaches and goals

Values

- Demonstrates values in line with those of INF Australia
- Supports INF's vision and mission

To apply

Please contact INF Australia on 02 9411 1195 or ausoffice@au.inf.org for further information.

Send current CV and covering letter addressing selection criteria (role, skills, experience and values) to ausoffice@au.inf.org or PO Box 5400, West Chatswood, NSW 1515.

Applications close on Monday 19 August at 9am

T [02] 9411 1195 **E** ausoffice@au.inf.org **W** www.inf.org **ABN** 75 090 528 500