

Financial Controller / Company Secretary SeeBeyondBorders Australia

About SeeBeyondBorders

SeeBeyondBorders' primary focus is to improve education standards in Cambodia, providing children with access to quality teaching and learning at school. SeeBeyondBorders is a registered charity in Australia and the UK and operates as a registered international non-government organisation in Cambodia. Operating in two provinces in Cambodia, SeeBeyondBorders conducts programs to teach teachers, engage parents and communities to support and encourage their children to get to school. In the work we do in schools and in the way we run the organisation, our aim is to build capability within Cambodia so that ultimately SeeBeyondBorders becomes the professional development provider of choice.

Our primary focus is in the rural areas of Battambang and Siem Reap provinces. In each area, our Quality Teaching programs form the lead initiative and are supported by our Community Engagement, Strengthening Support and Systemic Capability programs according to individual school development plans, community needs, and systemic requirements.

SeeBeyondBorders is a child and vulnerable people safe organisation, committed to protecting the rights of children and vulnerable people.

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| Role: | Financial Controller / Company Secretary SeeBeyondBorders Australia |
| Reporting to: | Chief Financial Officer with dotted line to Chief Executive Australia |
| Type of Employment: | Part Time, permanent role. |
| Place of Employment: | Mosman, Australia |
| Primary Function of Role: | Management of the Finance and Company Secretarial function of SBBA: <ul style="list-style-type: none"> ● Accurate and timely financial reporting Australia ● Efficient and Effective Financial Management ● Robust internal controls to mitigate risk ● Compliance with legislation and internal policies and procedures ● Support of Finance in implementing partner organisations in Cambodia |
| Responsibility for Values | Active commitment to the SBB Development Philosophy and values; |
| Key Responsibilities | <ul style="list-style-type: none"> ● Company Secretarial as required for Australian Board ● Coordination of quarterly Board meetings |

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| <p>and Tasks: Australia</p> | <ul style="list-style-type: none"> ● Coordination and membership of Finance and Risk committee ● Monthly, Quarterly and Annual reporting to Management and the Board as required ● Processing / Review of transactions inc payroll, payments and receipts ● Compliance - Statutory, ACFID, ANCP ● Liaison with ANCP, ACFID, ACNC ● Preparation of Statutory Accounts and Audit ● Appropriate Financial Systems and Controls set up and ensuring adherence to these. ● Appropriate Policy and Procedure set up and documentation to meet donor and legislative requirements ● Preparation of Realistic Budgets and associated risk analysis ● Work with Fundraising team, and CFO in Cambodia, to ensure adherence to funding terms. ● Notification to CFO on funding received. ● Funds Management – coordinate with CFO on cash flow and movement between entities, ensuring relevant entities in Cambodia are aware of restricted income transferred. ● Reserves – ensure appropriate levels of reserves and coordinate payments between SBB entities for shared services so as to maintain appropriate levels of reserves in each country. ● Support Fundraising with donor reporting and applications ● Ad Hoc review / analyses as required ● Finance volunteer team management. ● Cooperation with finance teams in other SeeBeyondBorders entities |
| <p>Key Responsibilities and Tasks: Cambodia</p> | <p>Coordination with CFO on :</p> <ul style="list-style-type: none"> ● Coordination on Quarterly and Annual reporting to ensure donor and Board requirements are achieved ● Budget review / preparation for Australian donations ● Donor reporting ● Development of financial systems with Implementing Partner(s) |

Applications

Applications addressing the specific requirements in this Job Description should be submitted by email to hr.cambodia@seebeyondborders.org

More information and enquiries

Enquiries about this role, or about the SeeBeyondBorders organisation should be directed initially to hr.cambodia@seebeyondborders.org

Further information about SeeBeyondBorders is available at

Web : www.seebeyondborders.org

Facebook : www.facebook.com/SeeBeyondBorders

Blog : seebeyondborders.wordpress.com

Twitter : www.twitter.com/seebeyondborder

The successful candidate will be offered the role subject to a Working with Children Check and acceptable references. You will also be asked to sign our Vulnerable Persons (including children) Protection Policy and our Code of Conduct.

SeeBeyondBorders is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, colour, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local country protected class.