

# Financial Controller / Company Secretary

SeeBeyondBorders

## Job description

- Reporting to: Chief Financial Officer with dotted line to Chief Executive Australia
- Type of employment: Part-time, permanent or contract role (12 months).
- Place of employment: Flexible – Sydney, Melbourne or Brisbane. Our office is in Mosman, Sydney.

## Do you want to play a key role in a small, purpose-driven charity?

We are seeking a part-time Financial Controller / Company Secretary who can manage our financial reporting here in Australia, and liaise with our team in Cambodia.

You will be playing a critical role as Company Secretary for the Australian Board and associated committees, and you will apply your impeccable financial skills in preparing management reports, processing transactions and overseeing funds flow across multiple entities. A key influential role in the organisation, you will be pivotal in supporting our compliance with legislation, our accreditations and our underlying internal controls.

Working within a small, friendly team, your role is part-time, flexible and hybrid - working from our local Mosman office (if Sydney-based) and from home. You will report to our CFO in Cambodia and be part of a global team transforming education for thousands of Cambodian children.

## A PURPOSE-DRIVEN ORGANISATION

SeeBeyondBorders is an Australian-accredited, UNESCO award-winning charity training teachers and supporting communities to improve education in Cambodia. We are part of the Australian NGO Cooperation Program (ANCP) and a signatory to the Australian Council for International Development (ACFID) Code of Conduct.

We provide mentoring and training for teachers in Cambodia to develop skills and change-making mindsets. We work in partnership with rural communities to value education, and with the government to prioritise teacher development, creating a route out of poverty.

We have offices in Sydney, UK and Ireland (separate entities) and a local leadership team in Siem Reap and Battambang, Cambodia.

## PRIMARY FUNCTION OF THE ROLE

Management of the Finance and Company Secretarial function of SeeBeyondBorders Australia (SBBA):

- Accurate and timely financial reporting
- Efficient and effective financial management
- Robust internal controls for risk mitigation
- Compliance with legislation and internal policies and procedures
- Support of Finance in implementing partner organisations in Cambodia
- Active commitment to the SeeBeyondBorders Vision, Mission and Values

## KEY TASKS AND RESPONSIBILITIES

- Company Secretarial role for the Australian Board including coordination of quarterly meetings and membership of Finance and Risk Committee
- Monthly, quarterly and annual reporting to management and the board as required, and preparation of Statutory Accounts and Audit
- Processing and review of transactions including payroll, payments and receipts
- Compliance - statutory, ACFID, ANCP and liaison with ANCP, ACFID, ACNC
- Oversight of adherence to appropriate financial systems and controls
- Oversight of appropriate policy and procedure documentation to meet donor and legislative requirements
- Preparation of realistic budgets and associated risk analysis
- Work with fundraising and finance team, and CFO in Cambodia to coordinate cash flow and movement between entities, reserve levels and adherence to funding terms
- Support fundraising team with donor reporting and applications
- Ad hoc contribution to other areas including review and analysis as required

## SKILLS REQUIREMENTS

This role will suit an experienced financial controller or company secretary with a background in finance, accounting and compliance. We are seeking someone who is organised, self-motivated and a strong team player who can manage deadlines, engage and influence others, and take an active approach to efficiency and continuous improvement.

Ideally, you will have:

- Minimum 10 years accounting experience
- Thorough knowledge of accounting principles and procedures
- Experience with creating financial statements
- Excellent written and verbal communication skills
- Ability to form strong relationships with internal and external stakeholders
- Excellent organisation and administration skills
- Able to work under pressure to tight deadlines
- Intermediate to advanced computer software skills, including Excel, Google Suite and other accounting packages
- Bachelors or Masters qualifications in Finance, Economics, Accounting, Business Administration or Business Law
- Professional accounting qualification such as CA or CPA

Experience in the international development sector will be highly regarded.

## MORE INFORMATION AND ENQUIRIES

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.

Enquiries about this role, or about the SeeBeyondBorders organisation should be directed initially to [hr.cambodia@seebeyondborders.org](mailto:hr.cambodia@seebeyondborders.org) using the subject line: **Financial Controller / Company Secretary enquiry via EthicalJobs.**

Further information about SeeBeyondBorders is available at

1. Web: [www.seebeyondborders.org](http://www.seebeyondborders.org)
2. Facebook: [www.facebook.com/SeeBeyondBorders](http://www.facebook.com/SeeBeyondBorders)
3. Blog: [seebeyondborders.wordpress.com](http://seebeyondborders.wordpress.com)
4. Twitter: [www.twitter.com/seebeyondborder](http://www.twitter.com/seebeyondborder)