

# Job Framework: Financial Accountant



<b>Job Title</b>	Financial Accountant	<b>Work Type</b>	0.8
<b>Reporting to</b>	Regional Finance Director	<b>No. of Direct Reports</b>	0
<b>Location</b>	Melbourne, Australia	<b>Budget Responsibilities</b>	Nil

## The Organisation

At MSI we are unapologetically pro-choice. We believe that every person has the right to make choices about their own body and future. As one of the world's leading providers of contraception and safe abortion care, we give everyone the means to do so. Across 37 countries, we provide high quality, safe services, and work with advocacy to create an enabling environment, so every client has safe access to services when and where they are needed.

MSI is committed to creating an inclusive environment with a workforce which is representative of the communities we serve. We're proud to be an equal opportunities employer and give equal consideration to all qualified applicants without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. We are committed to promoting equality and safeguarding the welfare of all team members and clients, with a focus on vulnerable groups.

## The Function

MSI Asia Pacific (MSIAP) serves as the Regional Support office for Asia Pacific and supports MSI country programs in Cambodia, Papua New Guinea and Timor-Leste. Through several key Australian Government (DFAT) grants, MSIA also supports a number of programs across Asia and Africa.

The **Finance Department** plays a critical role in delivering MSI's mission of 'children by choice, not chance' by supporting the MSIAP regional support office and MSI country programs to expand access to family planning and safe abortion services. The Finance Department is responsible for ensuring the International Programs, External Relations and Fundraising departments are given the financial support they require whilst also maintaining strong internal controls and ensuring key compliance requirements are met.

## The Role

The Financial Accountant is responsible for maintaining accurate and auditable financial records and the overall integrity of the financial information entered into SUN. The role is responsible for meeting all MSIAP monthly financial reporting commitments and annual statutory financial reporting requirements. The role will ensure strong internal controls are in place and key finance and procurement policies are implemented. The role will report to the Regional Finance Director and will work closely with all MSIAP regional support office departments when coordinating budgeting and forecasting processes.

The role occasionally requires out of hours meetings with the global MSI finance team in London.

## Key Responsibilities

- Manage the month-end close process and ensure all monthly journals are recorded by working day 7 of the following month
- Preparation of the MSIAP regional support office monthly financial reports and associated analysis and variance commentary
- Preparation of monthly balance sheet account reconciliations
- Monthly reconciliation of all Intercompany accounts with MSI country programs
- Assist in the preparation of the Board and Finance, audit and compliance committee reporting requirements

- Review and approve accounts payable journals and payments prepared by the Accounts Payable officer
- Maintain the MSIAP fixed assets register
- Review the fortnightly payroll reports prior to payment
- Ensure that MSIAP meet all tax and other statutory compliance requirements including PAYG and GST lodgements and liaise with external tax advisors as required
- Act as administrator for MSIAP bank accounts and ensure that cash flow is managed effectively to meet all programmatic and operational needs
- Preparation of the annual statutory financial statement working file and coordination of the annual external audit process
- Coordination of the regional support office annual budgeting and forecasting processes
- Ensure finance policies are updated and in line with global finance policies and clearly communicated to relevant employees
- Ensure the procurement policy is updated and in line with the global procurement policy and assistance is provided to staff on how to follow the procurement guidelines and checklists
- Ensure supplier due diligence checks are completed in line with the global due diligence policy and conduct periodical vetting check assessments of all MSI country programs that are funded by MSIAP
- Focus on continuous improvement and developing efficiencies across all areas of the regional support office finance department
- Maintain the MSIAP Insurance register and conduct annual insurance coverage reviews prior to the renewal of insurance policies
- Prepare the annual Work cover declaration and renewal

## Skills and Experience

### Qualifications

- Educated to Degree level or equivalent
- ICAA or CPA member (desirable)

### Experience

- Experience in an accounting role that has responsibility for the month-end reporting process
- Experience coordinating budgeting and forecasting processes
- Experience working for an Australian INGO (desirable)
- Experience in managing an annual audit process (desirable)

### Skills

- Demonstrated ability to meet tight deadlines
- Strong planning and coordinating skills.
- Ability to manage and prioritise a fluctuating workload.
- Excellent verbal and written communication skills and ability to organise and present information in a compelling and succinct manner.
- Excellent IT skills, including Advanced Word, Outlook, Excel, SharePoint, SUN systems (desirable).

## Personal Attributes

- Pro-choice.
- Ability to work well with others in a team environment and collaborate across disciplines and cultures
- Quality-focussed and results-oriented.
- Calm under pressure.
- Strong attention to detail and follow-up.
- Ability to take initiative and achieve results with limited supervision.
- Highly organised.
- Confident and professional.
- Responsive, resourceful and determined.
- Integrity.

## MSI Behaviours and Values

### Team Member Behaviours

- Show initiative: you think ahead and take action to make the most of opportunities by finding the best solution
- Innovate: you think creatively and suggest ideas that lead to a positive outcome
- Communicate: you demonstrate that you are listening and asking the right questions, using appropriate body language, ensuring all information you share is clear and concise
- Be responsive: you respond positively when priorities change and others seek your support
- Work efficiently: you plan, prioritise and organise your work, to ensure it is delivered accurately and on time
- Share information: you share information and knowledge to help others and keep it confidential when appropriate to do so
- Focus on learning: you keep your knowledge and skills up to date and take responsibility to discuss your development with your manager and find solutions
- Show commitment: you understand MSI's goals, vision and values and how your role impacts on these and are happy to put in extra effort to meet the requirements of your role
- Be accountable: you take responsibility for the decisions that you make and the actions and behaviours you demonstrate
- Embrace change: when faced with change, you support this by behaving positively and adjusting plans/activities accordingly
- Keep motivated: you are motivated and determined to achieve high quality results in all that you do
- Be a team player: you work as part of a team, demonstrating support, flexibility and respect for others.

### MSI Core Values

- Mission driven: we go to work every day to enable more women to have children by choice, not chance
- Customer focussed: we meet the needs and exceed the expectations of all our customers: service users, donors, host governments and fellow team members
- Results orientated: we achieve high quality, measurable outcomes, rather than focusing on inputs or processes

- Pioneering: through learning, innovation, and risk taking, we remain at the forefront of family planning, safe abortion and reproductive healthcare globally
- Sustainable: we build effective programmes and change behaviours which will have lasting impact for individuals, their communities and their countries
- People-centred: our continued success depends on the creativity, commitment and courage of MSI team members worldwide.

*MSIAP is a child-safe organisation and has zero tolerance for sexual exploitation abuse and harassment. All successful applicants will be required to abide by our Child Safeguarding Code of Conduct and our Global Code of Conduct in addition to undergoing a police check prior to commencement.*

<b>Probationary Period</b>	6 Months	<b>Working with Children</b>	No
<b>International Travel</b>	No	<b>Contact with Children</b>	No