

Position Description

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| Position Title: | Finance Assistant |
| Location: | Head office in Elizabeth Bay |
| Reports to: | Accountant - Director |
| Conditions: | TBD – contracted until 31 th December 2021, with the possibility for extension dependent upon funding. |

ORGANISATIONAL BACKGROUND

Jesuit Refugee Service (JRS) is an international Catholic organisation with a mission to accompany, serve and advocate for the rights of refugees, people seeking asylum and forcibly displaced people. JRS works in situations of greatest need, where people are most vulnerable, where there are gaps in services and where partnerships can be formed to better serve people seeking safety.

In Australia, JRS works to uphold the rights of refugees, people who are in the process of seeking asylum and migrants in vulnerable situations, and aims to support people to empower themselves, to live meaningful and dignified lives while feeling welcomed and connected to a more fair and just community.

As an independent, not-for-profit, non-government organisation JRS Australia undertakes the following activities:

- Supports women seeking asylum and temporary visa holders to increase their understanding of domestic and family violence and sexual and gender-based violence, its drivers and their rights, as well supporting women to access support and referral pathways
- Supports and accompanies community-based people seeking asylum, refugees and migrants in vulnerable situations through a holistic programme of casework, financial assistance, community activities, foodbank, English classes, an employment program, a women's program, and other drop-in services and activities.
- Supports and accompanies people seeking asylum who are held at detention facilities across Australia and those who have been in detention in the past or who have been transferred from Manus Island or Nauru.
- Raises awareness with young people and others in the community through schools, parishes, community centres and other stakeholders about forced displacement, social justice, human rights, the situation of people seeking asylum in Australia, the barriers that they face, and ways to get involved.

- Undertakes research and advocacy with and on behalf of people seeking asylum, refugees and migrants in vulnerable situations in Australia in order to advise government and non-government organisations (NGOs) on policy and program responses.
- Supports JRS projects and activities overseas, for example, through regional and international advocacy and campaigns.

POSITION OVERVIEW

JRS Australia requires an experienced part-time Finance Assistant for its head office to assist our small administration team and help contribute to ensuring the rights of refugees, people seeking asylum and migrants in vulnerable situations.

The ideal candidate will have a high attention to detail, excellent verbal and written communication skills, be highly organised, self motivated and able to liaise with individuals and entities inside and outside of the organisation. The role requires a high level of confidentiality and is subject to a satisfactory criminal history check.

The primary duties of this position will include assisting with the processing and reconciliation of cashbooks, accounts payables and other general ledger accounts as well as assisting with reporting and other ad hoc activities as required.

KEY TASKS AND RESPONSIBILITIES

Processing and accounts reconciliations, reporting and other activities

- Assists to process and reconcile the entity's bank accounts, petty cash, and credit cards.
- Reconciles accounts payable at regular intervals and assists with the reconciliation of other general ledger accounts including donations and grants received.
- Assists with project and other financial reporting.
- Assists with the preparation of annual entity's budgets and other projects' budgets.
- Assists with budgetary control.
- Liaises with suppliers, staff, funders and other stakeholders as required.
- Keeps confidential records and data stored in the JRS database.
- Assists with the preparation of management accounts and reporting as required by JRS funders.
- Assist with the quarterly stats and reports to the JRS Board and to the Jesuit Social Ministries Australia; and
- Assist with other reports as and when required.
- Attends regular meetings relevant to the administration of JRS and other staff meetings.
- Undertakes other relevant activities as required by the Accountant or the Director.

Philosophy, Mission and Values

- Understand and demonstrate the Mission and Values of JRS on a day-to-day basis; respect, hope, dignity, solidarity, hospitality, justice and participation.
- Adhere to the policies and procedures of JRS.
- Adhere to the JRS and the Australian Jesuit Province Code of Conduct.
- Work closely with the relevant people in all of the Jesuit ministries to ensure that Ignatian spirituality is fostered.
- Behave in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity, migration status ability or any other ground.
- Provide and promote an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying and violence – to ensure that acceptable standards of conduct are maintained at all times and take appropriate action if unacceptable conduct is observed.

Occupational Health and Safety

- Comply with the requirements of relevant Work, Health and Safety (or Occupational, Health and Safety) Acts and related procedures developed by JRS.
- Work in a manner that considers duty of care for self and others and be safety conscious at all times.
- Report inappropriate behaviours, which endanger self or others including bullying and other harassing behaviours / incidents.

Quality Assurance and Continuous Improvement

- Attend relevant meetings, workshops, conferences and training, as required.
- Become familiar with, and follow JRS and the Jesuit Province's quality and standard policies, procedures and management instructions.
- Be open to new ways of doing things that enhance working in an environment that is inclusive and that subscribes to the Ignatian way.
- Strive for continuous improvement in the quality system and work practices by being alert to opportunities for improvement.
- Maintain confidentiality in relation to JRS's issues and all JRS' programs.

SELECTION CRITERIA

Essential Requirements:

- Relevant qualifications in accounting, or equivalent experience.
- Minimum three years' experience in a similar role preferably in a not for profit environment.
- Competent in using MS Office and Excel.
- Experience with MYOB or similar accounting package highly regarded.
- Capacity to manage competing deadlines, prioritise workload appropriately and work in a flexible manner.
- Excellent oral, written, interpersonal and cross-cultural communication skills.
- Ability to work constructively as part of a team

- Commitment to the rights of refugees, people seeking asylum and migrants in vulnerable situations
- Commitment to working within current EEO, WH&S, and child protection legislation.

Application Process:

If you would like further information about the Finance Assistant position, please contact: Kim Mandelik (info@jrs.org.au or 9356 3888)

To apply, please address all of the selection criteria and send your response, along with your resume and a cover letter to: info@jrs.org.au by **6th May 2021**.