



**AURORA**  
EDUCATION  
FOUNDATION

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## Candidate Information

Finance Officer

2019

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- Investing in potential
- Inspiring excellence
- Transforming lives

## The Opportunity

- ⦿ A rewarding, for-purpose career
  - ⦿ Sound accounting skills and experience
  - ⦿ Convenient location in Alexandria close to public transport
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### Is this you?

- You have a strong grasp of accounting principles
- You like working across the variety of finance functions
- You are well-organised, efficient and get the need for detail and accuracy
- You are an effective communicator and enjoy working with people
- You want to develop your career
- You have a commitment to social justice for Aboriginal & Torres Strait Islander people

If yes, we have a Finance Officer opportunity for you.

### Who we are

At Aurora, our goal is for every Indigenous student to access the right educational opportunities so they realise their academic potential. For some, that's completing Year 12 and for others, that's a PhD from Harvard. We're aiming to shift the paradigm about what is possible for Aboriginal and Torres Strait Islander Australians. Our programs are long-term, independently evaluated and outcome driven. We don't see ourselves as a 'quick fix' to these complex issues and the results show that our programs work – investing in potential to inspire excellence and transform lives.

We offer a values-driven, team environment, where we are each committed to the purpose of our organisation. You will be well-supported, starting with our orientation program and beyond, and will benefit from our collegiate approach to our work. In addition to a competitive salary, you will have immediate access to salary packaging.

**Aboriginal and/or Torres Strait Islander candidates  
are strongly encouraged to apply for this role**

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## How to Apply

Please send a covering letter which explains your interest and suitability for this role and your resume to [careers@aurorafoundation.com.au](mailto:careers@aurorafoundation.com.au)

Initial enquires can be made by email to [carol.lewis@aurorafoundation.com.au](mailto:carol.lewis@aurorafoundation.com.au)

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## About Aurora

Aurora supports Indigenous students to realise their full academic potential – whether it is completing Year 12 or a PhD from Harvard. We walk with students throughout their entire academic journey – from high school right through to university, to postgraduate studies and on to the workforce.

### OUR VISION

A future where there is no education gap and where the next generation of Aboriginal and Torres Strait Islander Australians achieve equitable participation at the highest level – in academia, the professions, in boardrooms and across government.

### OUR ASPIRATION

Through our interconnected programs, we aim to engage with over 50,000 Aboriginal and Torres Strait Islander people across Australia over the next 5 years. Our role is to **inspire** every Aboriginal and Torres Strait Islander student in their education journey, **connect** them with educational and career opportunities that enable them to realise their potential, and **guide** them in this journey. Supported by Aurora, students and scholars are achieving **unparalleled outcomes** that transform lives.

We will continue to shift the conversation to one of proud and talented Indigenous students with limitless potential. In order to achieve systemic change, we are committed to an authentic and trusted approach, evidence-based decision making, and a long-term focus.



Visit our website: [www.auroraeducationfoundation.com.au](http://www.auroraeducationfoundation.com.au)

## Working With Us

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Our five key reasons to join our team are:



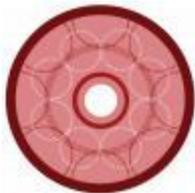
### You'll make a difference

Be part of our positive change to create a society where Aboriginal & Torres Strait Islander people have the same educational opportunities as all Australians. We know that our programs have a systemic impact.



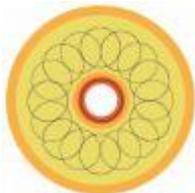
### You'll learn

We are constantly striving for excellence, looking at the latest research and punching above our weight. This means we are all learning and growing.



### We stand out

Our programs have been described by independent evaluators as unique and our results incredible. We have the courage to look at issues from alternative perspectives and tackle them differently.



### We're dynamic

We work hard yet our work environment is relaxed, friendly and supportive. We are all here for the same reason and work together to achieve outcomes for our stakeholders. We all enjoy our regular staff development meetings, celebrations of key events and our Wednesday updates.



### We live our values

Our work is guided by our values: **respect** allows to **collaborate** meaningfully and authentically which leads us to be **accountable** for what we do which in turn enables us to make an **impact**.

## About the Role

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Role:	Finance Officer
Team:	Corporate Services
Reports to:	Finance Manager
Employment Status:	Permanent, full-time (38 hours per week)
Location:	Alexandria, Sydney
Probation:	Six months

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## Position Purpose

The Finance Officer supports the organisation by delivering effective and efficient finance transactions and associated reporting for operational and program delivery needs.

Success measures in this role include:

- Timeliness and accuracy of transaction processing
  - Feedback from internal stakeholders
  - Contribution to team dynamics
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## Responsibilities & Key Activities

### Accounts Payable and Receivable

- Maintain a current understanding of organisational budgets.
- Prepare payments for authorisation and check coding, and where necessary, consult with relevant staff.
- Process weekly accounts payable on time and accurately.
- Prepare invoices for debtors and follow up overdue accounts as required, in consultation with program managers.
- Provide weekly reports on accounts receivable.
- Prepare monthly accounts payable and accounts receivable reconciliation reports and resolve unplanned variances.

## Payroll

- Establish new starters on the payroll system and process changes as needed.
- Administer salary sacrifice benefits.
- Process the fortnightly payroll including entering timesheets and leave.
- Remove leavers from the payroll system.
- Administer all superannuation transactions.
- Attend to payroll enquiries, liaising with HR.
- Prepare and distribute leave reports for managers and coordinators.

## Program Support

- Assist the Finance Manager with financial modelling for program managers, including monthly forecasts.
- Prepare end-of-month and monthly reports.
- Assist Finance Manager with financial analysis.
- Distribute annual accounts to various stakeholders.
- Run general ledger reports on request.

## General Finance Activities

- Maintain and reconcile merchant facilities.
- Reconcile all bank accounts including foreign currency.
- Liaise with the Office Manager and the bank to apply for corporate credit cards for employees
- Complete monthly reconciliations of credit cards.
- Attend to any banking required (eg, donations) and liaise with banking providers as needed.
- Maintain and reconcile petty cash.
- Maintain insurance policy register and currency certificates and draft insurance renewals.
- Maintain asset register, in collaboration with relevant staff.
- Conduct and report on regular audit of internal finance processes.
- Maintain an electronic and hard copy filing system of financial documents including:
  - Receipts and other documentation in preparation for audit
  - Invoices and other accounts payable documents
  - Banking and other financial documents
  - Finance policy register.

## Child Safety

- Comply with the National Child Safety, Code of Conduct and Procedure.
- Provide a welcoming and safe environment for children and young people.
- Promote the safety and wellbeing of children and young people associated with the program.
- Interact with children and young people in ways which are positive and safe.
- Provide adequate care and supervision of children and young people associated with the program.
- Act as a positive role model for children and young people.
- Report to the appropriate manager any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.

## Organisational Participation

- Work collaboratively with team members to contribute broadly to the achievement of Aurora objectives.
- Participate in organisational and team planning initiatives.
- Provide regular reporting as required.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and Aurora's policies and procedures.
- Undertake other responsibilities and duties within the scope of this role, as directed.

## Selection Criteria

### Essential

- A demonstrated understanding of Indigenous histories, cultures, organisations and the issues facing Indigenous people in Australia meeting their aspirations for their communities and families.
- The ability to communicate effectively with Indigenous people, stakeholders and organisations.
- Post-secondary qualifications in business administration, accounting or management preferably at diploma level OR tertiary qualifications in accounting
- Solid understanding of accounting principles
- Minimum 2 years' experience in accounting, reconciliations, general ledger journals and willingness to learn more complex principles
- Good verbal communication skills
- Good interpersonal skills with the ability to balance team work with working independently
- A well-organised approach to work with the ability to manage conflicting deadlines
- A keen eye for detail and accuracy
- Strong IT skills, with advanced Excel essential

### Desirable

- MYOB or Xero skills
- Experience in the not-for-profit sector
- Experience with Office 365 and Microsoft Dynamics

### Other Requirements

- Willingness to obtain a Working With Children Check
- Satisfactory national police check

**Aboriginal and / or Torres Strait Islander candidates  
are strongly encouraged to apply**

Our organisation is committed to child safety. We have zero tolerance of child abuse. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records and reference checks (as we see fit) to ensure that we are recruiting the right people.