



Animal Welfare League Australia Ltd

JOB & PERSON SPECIFICATION

Authorised Financial Officer

JOB SPECIFICATION

- POSITION:** Authorised Financial Officer (AFO)
- CLASSIFICATION:** Volunteer
- REPORTS TO:** President, Animal Welfare League Australia Ltd (AWLA)
- LOCATION:** Work at home at AFO's expense.
Occasional requests to travel to board meetings at AWLA's expense.
- STATUS:** Required on ad hoc basis, averaging 1-2 hours per week. A greater number of weekly hours may occasionally be requested if the AFO reports directly to the board or attends board meetings.

Job Purpose

The Authorised Financial Officer provides skilled assistance and advice to ensure the successful financial operation of AWLA.

Key responsibilities / accountabilities

Organisational –

- Attend to tasks proactively or as requested;
- Develop and maintain a productive working relationship with other AWLA staff, volunteers and board directors;
- Maintain a high standard of personal presentation;
- Maintain confidentiality and privacy in matters relating to AWLA;
- Represent AWLA in a professional manner at all times;
- Promote a proactive approach to Workplace Health & Safety (WHS);
- Identify hazards, assess risks and report incidents as required.

Duties include –

- Co-authorise banking activity;
- Provide oversight to book-keeping operations;
- Prepare and present periodic Income Statements and Balance Sheets for the AWLA Board;
- Prepare annual budget in liaison with National Executive Officer (NEO);
- Advise NEO on preparation and analysis of reports such as business plans, commentaries and financial statements;
- Advise board, where necessary, on relevant regulatory matters;
- Financial forecasting and risk analysis.

Reporting Relationships

- Reports to the President, AWLA.
- Advises and liaises with the AWLA Board and the National Executive Officer.

Work Health and Safety

All staff and volunteers have a legal obligation to take steps to protect themselves from risks to health and safety and to make sure they do not cause a risk to others through any action or omission.

In particular, the incumbent must:

- Comply with statutory and organisation requirements, procedures and rules introduced to protect the health and safety of people at the workplace including the public;
- Use equipment that protects health and safety;
- Follow reasonable instructions given on health and safety;
- Ensure they are not affected by alcohol or another drug so as to endanger themselves or others;
- Report accidents, injuries, property damage and health and safety incidents;
- Participate in activities associated with the management of workplace health and safety.

PERSON SPECIFICATION

Education, experience and skills

- A minimum recognised accounting qualification at Bachelor degree level or equivalent;
- Master Degree in Finance and the Certified Practising Accountant or Certified Management Accountant designations and/or MBA. (desirable);
- Experience in the charity/NFP sector and/or managing legacies and investments (desirable);
- Business experience and 10+ years of experience for a medium size organisation or division of a large corporation;
- Experience in partnering with an executive team;
- High level of written and oral communication skills;
- Excellent organisational and analytical skills;
- Ability to work autonomously and be flexible to meet changing deadlines and business needs;
- Self-directed to achieve goals; commitment to successful change management;
- Demonstrated ability to design, implement, manage and evaluate financial management strategies that support strategic business goals and reflect contemporary management practices;
- Demonstrated ability to apply sound judgement in decision-making;
- Demonstrated ability to prioritise work and effective time-management skills;
- Demonstrated ability to deliver business improvement;

Special Requirements

- Satisfactory National Police Clearance Certificate at commencement of employment and periodically at the request of the AWLA.

Performance Standards

The performance of the incumbent will be measured by the extent to which the position responsibilities are achieved, specifically:

- Quality of advice and assistance in the planning and budgeting process;
- Quality of financial information presented to the Board;
- Demonstrated specialist knowledge relating to the provision of financial management strategies;
- Ability to set priorities, plan workload and meet deadlines;
- The degree of professionalism and flexibility displayed;
- Reliability, quality, efficiency and courteousness of services delivered;
- Effective teamwork and contribution to the achievement of organisational goals.

I have read the requirements and responsibilities outlined in this position description and will adhere to these conditions.

I agree to have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

Name: _____

Signed: _____

Date: _____