



Position Title: Finance Support Officer

Reporting to: Financial Officer

Team/Department: Finance & Operations Team

Location: Based in any AI Australia Action Centre. The role may involve travel as required.

Hours: 30 hours per fortnight

Grade: Level 1

Effective Date: August 2021

Position Overview: Reporting to and supporting the Financial Officer for Amnesty International Australia (AIA), this role will be responsible for some of the day to day accounting and banking activities across the organisation.

With a strong focus on accounts payable and receivable, and bank reconciliations, you will have a high level of competence using Xero as well as a strong attention to detail and a proactive approach.

- Main Responsibilities:**
- Reconcile all AIA bank account and credit cards accounts
 - Prepare and issue invoices as appropriate
 - Follow up payments as required and operate debtor collections within parameters as advised
 - Ensure Accounts Records Management is systematic, up to date and complete to meet audit requirements
 - Prepare all creditor invoices for payment ensuring the accurate uploading of payment files to the banking software
 - Producing and delivering communications as relevant to the role, using a range of channels and technologies
 - Performing the role to a high standard within agreed timelines, and in line with Amnesty International Australia's vision
 - Other tasks within your skills and competence as required

- Essential Qualifications Skills and Experience:**
- Tertiary qualifications (or working towards) in finance, accounting or bookkeeping
 - Ability to process records quickly and accurately, with an awareness of the policy and legal implications of the role
 - Demonstrated experience in finance administration and a working knowledge and demonstrated experience in banking systems and reconciliations of large volumes of data
 - Demonstrated experience using MS Office, especially Excel and Accounting Systems (Xero)
 - Strong focus on accuracy and attention to detail



- Ability to set priorities and work within timeframes and deadlines
- Strong organisation, interpersonal and communication skills (both verbal and written)
- Ability to work both independently and as part of a small team

Desired skills and experience

- Experience working with a not-for-profit organisation
- Demonstrated experience with CommBiz or equivalent banking systems

Key Relationships

- Financial Officer
- Administration and Facilities Officer
- Operations & Finance Director
- Employees and volunteers

How we work:

In meeting the responsibilities set out in this Position Description, all AI Australia staff are expected to:

- Facilitate, empower and enable the active participation of rights holders
- Be a positive advocate for Amnesty and our work, demonstrating our values of Empowerment, Integrity, Persistence and Courage
- Demonstrate emotional intelligence and a commitment to excellence in your interactions with colleagues, supporters, stakeholders and members of the public
- Always act in the interest of members and supporters
- Work with and empower volunteers, activists and members
- Support the general on-site functioning of the Action Centres
- Implement the principles of Equal Employment Opportunity and actively contribute to growing a more diverse and inclusive Amnesty
- Understand your Work Health and Safety (WHS) responsibilities and ensure the health, safety and wellbeing of yourself and others at work
- Contribute to the quality and hygiene of organisational data and protect privacy
- Produce and deliver communications that are relevant to the role, using a variety of communications channels and technologies
- Develop understanding of human rights issues and social change methods and tactics, including experience of mass mobilisation, activism, organising, fundraising and campaigning techniques

About Amnesty International Australia

We are an independent, global movement that campaigns courageously for human rights for everyone.

We're ordinary people from all walks of life, using our passion and commitment to bring torturers to justice, change oppressive laws and free people imprisoned just for voicing their opinion.



We're independent of any government, political ideology, economic interest or religion to ensure we can speak out on human rights abuses wherever they occur.

We stand for equality, justice, freedom, and human dignity and uphold these values:

- **Empowerment** – we build people power
- **Persistence** – we are resolute in pursuit of our goals
- **Integrity** – we hold ourselves to the highest standards
- **Courage** – we are fearless in upholding human rights

Every day we move closer to a world where human rights are enjoyed by all.

Acceptance

Name: _____ Date: _____

Signature: _____

