



Position Description	
Job Title:	Operations & Finance Manager
Employment Type:	Permanent Part-Time
Employment Start Date:	Early September 2024
Purpose:	Manage the internal and financial operations of Micah Australia
Reports to:	National Director
Key Relationships:	Internal: National Director, Bookkeeper Payroll & Officer, other Micah Australia staff members External: supporters, stakeholder groups
Days per Week:	3 days (21 hours) per week
Remuneration:	Pro-rata based on \$100K-\$110K FTE depending on skills and experience. All employment packages include exempt fringe benefits of up to \$15,900.00 per annum if appropriate documentation is provided.
Location:	Work either from home or at the Newcastle office. Some travel may be required.
About Micah Australia	
<p>Micah empowers Australian Christians to advocate on the most urgent global justice issues facing our world today – extreme poverty, rising conflict and climate change. Through our key initiatives and campaigns, we support Australian Christians and church leaders to engage our federal politicians warmly and relationally, leading to significant outcomes on key issues of global justice.</p> <p>Our three key initiatives are the Women Leaders Network, the Pacific-Australian Emerging Leaders Network, and public campaigns.</p>	
Overview of the Role	
<p>Micah Australia is seeking a dynamic and experienced Operations & Finance Manager to lead our internal and financial operations. This role offers a unique opportunity to make a significant impact in the aid and development sector while working with a passionate team dedicated to global justice and development.</p>	
Responsibilities	
<p>Accounting & Finance:</p> <ul style="list-style-type: none"> • Supervise the Bookkeeper, Payroll & Admin Officer. • Process monthly Instalment Activity Statements (IAS) and quarterly Business Activity Statements (BAS). • Track, monitor, and reconcile general and project expenditure. • Allocate staff time and costs to relevant projects. • Recognize income and expenses at month-end, including grant income. • Manage grants and acquit grant funds according to timelines. 	

- Provide monthly, quarterly, and yearly financial reporting of general and project expenditure to Project Managers, the National Director, and the Finance Committee.
- Follow end-of-financial-year processes, including STP finalisation, journals, reconciliations, and reserve allocations.
- Prepare necessary documents for the annual audit and liaise with auditors as required.
- Prepare general and project budgets with relevant staff members.

Contracts, Policies & Compliance:

- Draft contracts and agreements as needed with Micah Australia partners.
- Regularly review Micah Australia policies, procedures, and codes of conduct, and maintain the policy register.
- Ensure compliance with grant partners' requirements.
- Train staff on policies and procedures during induction and periodically.
- Manage risk and work, health, and safety requirements in line with policies.

Strategy & Execution:

- Assist the National Director in delivering Micah Australia's strategy.
- Assist in translating high-level key initiative deliverables into actionable work plans.
- Support staff to achieve strategic goals.
- Assist in setting KPIs and reporting against the strategy.
- Assist in ongoing and future strategic planning.
- Optimize Micah's use of data for operational efficiency, security, and compliance.
- Review and improve Micah Australia's project management processes.

Human Resources:

- Assist in refining roles and responsibilities of existing staff.
- Assist in assessing future workforce requirements and managing key person risk.
- Create new position descriptions and contracts for hiring staff as needed.

Business Development:

- Assist with grant writing and acquisition.
- Support the National Director in exploring new partnership and collaboration opportunities, converting them into influence, funding, or impact.

Leveraging Impact of the Executive Director:

- Identify relevant opportunities for the Executive Director.
- Provide logistical support and resources to maximize these opportunities.

Finance, Risk & Audit Sub-Committee Secretary:

- Act as the Finance, Risk & Audit Sub-Committee (FRASC) Secretary.
- Record minutes of quarterly FRASC meetings and upload files to SharePoint.
- Manage meeting invitations.
- Draft FRASC meeting agendas with the FRASC chair and stakeholders.
- Collate and distribute meeting papers to FRASC members.



Essential Skills & Experience

- Extensive experience in a similar operations and finance/accounting role at a management level.
- Experience in financially managing grants and project-based accounting.
- Knowledge of Australian Accounting Standards.
- Excellent attention to detail and accuracy in financial record-keeping.
- Experience in supervising/managing staff.
- Strong relationship-building and networking skills.
- Ability to plan, prioritize tasks, multi-task, manage time efficiently, work under pressure, and meet deadlines.
- Ability to work autonomously and effectively participate in a small, agile team.
- Excellent written and spoken communication skills.

Desirable Skills & Experience

- Proficient in accounting software Xero.
- Degree in finance/accounting.
- CPA or equivalent qualification is a plus.
- Understanding of the Australian church landscape and experience working in the Australian Church context.
- Understanding of Christian non-for-profits.
- Knowledge of global poverty issues and experience working in the international development sector.
- Understanding of the Australian political context and global poverty issues.

Application Process

Please submit your CV and a cover letter addressing your suitability for this role to info@micahaustralia.org **before 2 August 2024.**

Please include in the subject line of the email 'Operations & Finance Manager Application'.

Applications will be assessed as they are received so candidates are encouraged to apply early.

Safeguarding

Micah Australia has a zero tolerance towards any harm and abuse of all people participating in its activities. Safeguarding is everyone's responsibility and all representatives are required to adhere to the Micah Australia Code of Conduct, that outlines expected behaviours, at all times (both during work hours and outside work hours). Familiarisation with, and adherence to, the Code of Conduct is an essential requirement of all representatives, in addition to related mandatory training. All applicants must be willing to comply with the safeguarding commitments and requirements of Micah Australia. Employment and volunteering positions are conditional upon the outcome of appropriate checks. All employees and volunteers are required to gain a NSW Working with Children Check and provide a National Police Check.