

Position Description

Position Title:	Administration and Finance Support Officer
Department:	ChildFund Pass It Back Regional Office
Location:	Hanoi, Vietnam or Vientiane, Lao PDR
Reports to:	ChildFund Pass It Back Director

1. ORGANISATIONAL CONTEXT

ChildFund Australia is an independent and non-religious international development organisation that works to reduce poverty for children in developing communities. We work in partnership with children and their communities to create lasting change by supporting long-term community development, responding to humanitarian emergencies and promoting children's rights. We want every child to be able to say: "I am safe. I am educated. I am heard. I can make a difference. I have a future."

ChildFund Australia implements programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations, and manages projects delivered by partner organisations throughout Asia, Africa and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 9 million children and families in over 50 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government's overseas aid program.

Position Context

ChildFund Pass It Back is an innovative Sport for Development curriculum led by ChildFund in partnership with World Rugby, Asia Rugby and Women Win. The program aims to equip children and young people in Asia to overcome challenges, inspire positive social change and 'pass it back' to their communities. Through this program, this organisation has recently been awarded a charity partnership with Rugby World Cup 2019 as part of the Impact Beyond 2019 program, which aims to increase awareness and sustainable growth of rugby in Asia.

2. POSITION OBJECTIVES

The overall objectives of the Administration and Finance Support Officer are to support the high quality operations of the ChildFund Pass It Back program by (i) providing administration services to the ChildFund Pass It Back Regional Office in support of ChildFund Country Offices; (ii) supporting the organisation and checking of financial documents; (iii) providing travel, accommodation and visa support; (iv) maintaining accurate administrative, financial and program records and; (v) supporting with organising and documenting meetings.

The Administration and Finance Support Officer has no management responsibility and will work closely with a range of ChildFund Pass It Back stakeholders.

3. KEY AREAS OF RESPONSIBILITY

Administration Services

- Provide administrative support to the Regional Team;
- Provide direct administrative support to the ChildFund Pass It Back Director;
- Work closely with Country Office finance and administrative teams to ensure that relevant ChildFund policies are followed at all times including contracting;
- Support with the organisation of Regional Office events such as launches, press conferences and program visits;
- Ensure Regional Office calendars are up to date;
- Support with maintenance and use of Regional Office online collaboration platforms.

Finance Support

- Ensuring compliance with relevant policies, support Regional Office staff with procurement and purchasing;
- Liaise with and develop relationships with suppliers and contractors;
- Support Regional Office staff with financial form and purchase request documentation;
- Support Regional Office staff with advances and advance clearances;
- Support the effective dissemination of program financial information across Regional Office Staff.

Travel Support

- Assist regional staff and partners to secure cost effective flight bookings;
- Assist regional staff and partners to secure cost effective accommodation bookings;
- Assist regional staff and partners to secure visas.

Record Keeping

- Ensure all Regional administrative and financial records are organised, accessible and comply with relevant ChildFund policies.
- Ensure all program reporting documents, including approvals, are organised, accessible and comply with relevant ChildFund requirements.

Meeting Support

- Support the Regional Team, the organisation and partners to schedule meetings;
- Attend meetings to prepare minutes and action points;

4. REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

Core Competencies

- Commitment to ChildFund Australia's values, vision, and mission;
- Ability to work effectively in teams across multiple locations and organisations;
- Excellent interpersonal, written and verbal communication skills;
- Exemplifying accountability and integrity;
- Being adaptable and flexible.

Functional/Technical Competencies

- Strong IT skills;
- Fluency in English, with relevant additional languages an advantage;
- Strong relationship building skills;
- Report writing skills.

Qualifications and Experience

- University education in a relevant field with an interest in international development;
- Organised and methodological;
- Administration and finance experience, ideally in the NGO sector;
- Excellent communication skills;
- Demonstrated ability to adapt and be flexible;
- Discretion and trustworthiness;
- Demonstrated willingness to work in a complex partnership environment with multiple competing priorities as a representative of ChildFund Australia;
- Experience working in environments that require effectiveness under pressure;
- Deadline-oriented and proactive.

5. ADDITIONAL INFORMATION

- The candidate must have the right to work in Vietnam and/or the Lao PDR;
- Some travel is required;
- Adherence to ChildFund Australia policies and procedures is required.

6. OCCUPATIONAL HEALTH AND SAFETY (OHS) RESPONSIBILITIES

- Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.