



# Environmental Defenders Office

## **Finance Administrator (Accounts Payable Focus) - Position Description**

EDO relies on our people to use their skills and experience to provide the best possible support to our clients and other staff. While this job description aims to outline the fundamental reason the role exists, the role may evolve as EDO evolves.

If you see a way to play to your strengths in a way that achieves EDO outcomes, please don't be limited to this list. We have important work to do and need everyone to be operating at their best.

**Job title: Finance Administrator**

**Reporting to: Finance Manager**

### **Purpose of the position**

The Finance Administrator provides high quality, professional and efficient finance support to the Finance Team and overall finance processes as well as working with staff in the wider EDO organisation to contribute to the achievement of desired Finance Team outcomes.

### **Key responsibilities & duties**

- Manage Accounts inbox (Outlook) and action incoming email items
- Monitor, action and update monday.com boards: Requests to Pay Invoices and Staff Expense Reimbursement
- Check supplier invoices and reimbursement claims for accuracy, appropriateness and correct Sage Intacct coding
- Confirm bank details for all new suppliers and when suppliers change bank details
- Enter all supplier invoices and reimbursement claims into Sage Intacct accounting system in a timely manner
- Process weekly AP payment runs in accordance with deadlines
- Manage direct debit supplier invoices and payments including entering all supplier invoices, applying payment in Sage Intacct and keeping the Direct Debit schedule up to date
- Maintain appropriate documentation to support all accounts payable and staff expense claim transactions
- Ensure proper delegation and authorisation on invoices and payments
- Complete month end tasks for Accounts Payable in accordance with deadlines, including performing monthly supplier reconciliation
- Ensure timely response to supplier queries
- Provide zero balance reports as requested and ensure that outstanding items are followed and up and resolved
- Respond to finance queries in a timely manner and provide assistance to both internal and external stakeholders
- Assist with annual audit as required
- Drive continuous improvement across AP process
- Provide leave coverage for other Finance team members, as required
- Support the Finance Manager with projects and tasks as required.

**Key selection criteria:**

- 5+ years experience in a similar role with a relevant accounting/bookkeeping qualification, eg Cert IV or Diploma of Accounting.
- Excellent attention to detail without sacrificing efficiency.
- Experience in not-for-profit sector desirable.
- Highly developed written and verbal communication skills, with the ability to communicate effectively and willingness to interact regularly with external and internal stakeholders
- Proven ability to work autonomously without supervision.
- Ability to effectively and efficiently manage multiple workplans and priorities simultaneously.
- High level Excel skills and proficiency in other Microsoft Office applications.
- A team player with strong work ethic.
- Proactive in approach to tasks and responsibilities to be carried out.
- Proven experience using Sage Intacct or other accounting software packages.
- Ability to manage and meet overlapping deadlines.

**General**

All staff have a responsibility to:

- Develop and maintain a good knowledge of EDO's role and policies.
- Represent EDO in a positive and effective manner by actively demonstrating EDO Values.
- Attend, and contribute actively and constructively at staff meetings.
- Maintain appropriate records, assist with office administration, such as files, computer and precedent systems.
- Seek opportunities for personal and professional development, particularly related to the team and position's specific areas of responsibility.
- Respond to requests by clients and fellow staff in a knowledgeable, professional, constructive and respectful manner.
- Provide accurate and timely data and information for reporting, fundraising and communications purposes.

**Commitment to EDO's Values:**Commitment

- We are committed to; a united organisation, to each other, to collaboration, to justice, to our communities and to creating a world where nature thrives.
- We are committed to providing excellent legal services and resources, informed by the best available science, in order to empower clients and communities.
- We are committed to improving our planet and society.
- We care for EDO's clients and stakeholders.
- We are fearless in the face of adversity, and care for each other as we face this adversity.

Diversity

- We are respectful of and welcome diversity of staff, volunteers, offices, environmental regions, communities, stakeholders.
- We respect First Nations Peoples' knowledge and experience, and work with them to protect their country and culture.
- We acknowledge that the law has not always been just.
- We dedicate ourselves to understanding the diversity of our people and culture.
- We welcome and respect our own differences and learn from them, and collaborate to achieve our greatest potential.
- We are great lawyers and great people, with open hearts and open minds.

- We respect the different places our stakeholders come from and strive to help them, even if their worldviews don't align completely with ours.

#### Integrity

- We work effectively, efficiently, strategically, professionally and ethically; “justice is in our nature”.
- We are truthful with ourselves and others.
- We are nonpartisan and inspire trust in our clients, stakeholders and government.
- We respect the world's resources and make maximum productive use of the resources entrusted to us.

#### Vision

- We lead change and environmental empowerment using innovation, creativity, and courage.
- We expand the boundaries with creativity and skill, pioneering new legal pathways to a healthier, safer world and inspiring others.
- We are inquisitive, curious and persistent: exploring new ideas and embracing change.
- We boldly challenge the status quo while providing solutions to our most pressing challenges.