**POSITION DESCRIPTION**

**TITLE** ASSISTANT ACCOUNTANT

**RESPONSIBLE TO** EXECUTIVE MANAGER – OPERATIONS & FINANCE

**DURATION** Ongoing

**HOURS** Full Time

**SALARY** $60,000 - $65,000 plus employer superannuation contribution

**LOCATION** Docklands, Melbourne, Australia or

 Takapuna, Auckland, New Zealand

# THE ORGANISATION

Fairtrade Australia and New Zealand (ANZ) is a dynamic and enterprising development organisation committed to tackling poverty and injustice through trade. We are best known as the independent, not-for-profit body behind the Fairtrade Mark, a means for assuring consumers that their purchase helps disadvantaged farmers and workers in developing countries secure a better deal. The Fairtrade Mark is the best known and most trusted ethical label amongst consumers worldwide.

Fairtrade ANZ is governed by a Board of Directors and is a member of Fairtrade International, a global network of organisations working to uphold robust standards. The global Fairtrade network also includes producer networks in Africa, Asia-Pacific and Latin America/Caribbean, who are co-owners of the global system.

Fairtrade ANZ has an ambitious new five-year strategy to transform a critical mass of the population to rethink the products they buy and consume and to proactively support and advocate for the producers behind these products. The strategy places an emphasis on significantly increasing consumer demand by promoting awareness, engagement, sales and advocacy of the Fairtrade brand, products and ideology.

# THE TEAM

Fairtrade ANZ has offices in Melbourne, Australia and Auckland, New Zealand. The position sits within the Operations & Finance team, which works across both Australian and New Zealand offices. The Operations & Finance team is responsible for providing expertise in Finance, Procurement, Legal, IT, HR, Compliance and Regulatory requirements and plays a crucial role in supporting the business to deliver the strategic priorities.

# THE OPPORTUNITY

The Assistant Accountant position reports to the Executive Manager – Operations & Finance and works closely with other members of the team across the Australian and New Zealand offices. It also has key working relationships with the Licensing team and their primary stakeholders, including Fairtrade licensees.

In this newly created role you will have responsibility for the accounting functions, from accounts payable and accounts receivable, through to monthly reconciliation and management accounting reports for Fairtrade ANZ. Analysis of Balance Sheets, Income and Expenditure, and financial trends will allow you to support organisational outcomes and growth, and to develop your accounting career.

It is an ideal opportunity for an up and coming Accountant, who is prepared to be hands-on, whilst developing their experience pathways to middle and senior management.

# Key Tasks and Responsibilities

* Manage all transactional responsibilities for Accounts Payable and Accounts Receivable processes.
* Manage banking processes across Australia and New Zealand.
* Manage payroll processes across Australia and New Zealand.
* Assist with planning and preparation of annual budgets and quarterly forecasts.
* Manage month end processing of General Ledger accounts, including reconciliation and journal preparation.
* Preparation of month management account reporting and quarterly Board financial reporting, including analysis of reports and reporting on variances to Budget.
* Maintenance of fixed asset register.
* Preparation and lodgement of Business Activity Statements (Aus), GST Reports (NZ), FBT returns (Aus) and other statutory and regulatory financial reports.
* Maintain and strengthen Internal Controls to ensure data and system integrity.
* Assist with the preparation of Annual Financial Reporting requirements, including liaising with External Financial Auditors.
* Assisting with other ad-hoc tasks required by management.

# Skills and Experience:

* Bachelor qualification in Accounting, Finance, Business or Commerce. (E)
* CA/CPA qualified or part qualified. (E)
* Previous experience working in a hands on financial accounting and reporting role. (E)
* Strong computer skills including Microsoft Office (Advanced Excel preferred). (E)
* Excellent communication and presentation skills (written and oral). (E)
* Team player, taking initiative and also direction when provided. (E)
* Collaborative, adaptable and highly organised with an ability to prioritise tasks for optimal outcomes. (D)
* Previous experience and familiarity in working with Xero Accounting Software. (D)
* Well-developed problem solving skills together with keen financial analysis skills. (D)
* Ability to keep the big picture in mind while also demonstrating attention to detail. (D)
* A commitment to social justice and the role of Fairtrade in tackling poverty and unfair trade. (D)