



Finance Officer - POSITION DESCRIPTION

ABOUT YOUNG AUSTRALIANS IN INTERNATIONAL AFFAIRS

Young Australians in International Affairs (YAIA) is a not-for-profit organisation dedicated to connecting and engaging the next generation of Australian leaders in international affairs and to building the high calibre leaders necessary to navigate Australia's future in the Indo-Pacific century. YAIA is a company limited by guarantee and a registered charity with the Australian Charities and Not-for-profit Commission (ACNC).

ABOUT THE ROLE

The Finance Officer is responsible for assisting the Chief Financial Officer to manage the organisation's financial transactions, including preparing accounting statements and auditing financial records. The Finance Officer will work closely with the Chief Financial Officer to ensure YAIA meets its financial requirements consistent with its status as a registered not-for-profit company and charity limited by guarantee. The successful candidate will ideally have qualifications in accounting or finance and/or equivalent experience in bookkeeping or managing funds. The Finance Officer will be an agile team member who is passionate about opening opportunities for students and young professionals in international affairs.

KEY INFORMATION

Title: Finance Officer	Length of Appointment: 12 months (3 month probation period)
Reports To: Chief Financial Officer	Commitment: 1 - 5 hours per week (approximately)
Role Type: Voluntary - volunteers will not be remunerated for their time	

ROLES AND RESPONSIBILITIES

Task	Description	% of Role
Auditing and Reporting	<ul style="list-style-type: none"> Maintain and manage transaction records. Draft general ledger, trial balance, income statement , balance sheet and cash flow for YAIA's year-end lodgements. Ensure all financial transactions are reconciled and comply with federal law and organisational values, as 	40%

	well as meeting financial obligations and reporting requirements.	
Financial Planning and Analysis	<ul style="list-style-type: none"> • Estimating and forecasting the future financial needs of the organisation. • identifying inefficiencies within the Finance portfolio and improving workflows. • Work with the CFO to develop a strategic financial plan, including a long-term funding plan and fundraising initiatives for the organisation. 	30%
Networking and relationship management	<ul style="list-style-type: none"> • Support YAIA volunteers to complete financial tasks in their portfolio such as completing purchase orders and budgeting for major events. • Represent YAIA by communicating and interacting with members of the international affairs community. • Actively promote the work of YAIA. 	30%

KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated knowledge of and interest in international affairs.
- ✓ Academic qualifications and/or demonstrated professional experience in the fields of accounting, finance, or business administration.
- ✓ Ability to think and plan strategically.
- ✓ Outstanding excel and data analysis skills.
- ✓ Previous experience in financial management
- ✓ Previous experience in a not-for-profit organisation

OTHER CRITERIA

Applicants must be:

- ✓ Australian citizens or permanent residents.
- ✓ Aged between 18 and 30.

INTERESTED?

Applications for the position of Finance Officer should be addressed to Emily Conroy, Chief People Officer, Young Australians in International Affairs.

Please email a C.V. and a one-page cover letter, attached as one document, to people@youngausint.org.au (with e.conroy@youngausint.org.au cc'd) by **11.59pm (AEST) Sunday 25th of May 2025**. We encourage you to apply as soon as possible, as interviews will be conducted on a rolling basis.

Shortlisted candidates will be contacted for an interview (via Google Meet).