



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 plays an important role in supporting the effective financial management of YAIA. Working closely with the Chief Financial Officer, the successful applicant will assist with maintaining financial records, supporting reporting processes, and helping ensure YAIA's financial systems and processes operate effectively.

This role is suited to someone with an interest in finance, strong attention to detail, and a willingness to develop their financial skills within a purpose-driven, volunteer-led organisation. While previous finance experience is beneficial, it is not essential; candidates with relevant transferable skills, such as organisation, data management, administration or budgeting experience, are encouraged to apply.

KEY INFORMATION

Title: Finance Officer	Length of Appointment: 12 months (3 month probation)
Reports To: Chief Financial Officer	Commitment: 1 - 4 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	- Maintain and manage transaction records. - Draft general ledger, trial balance, income statement, balance sheet and cash flow for YAIA's year-end lodgements.	40%

	• Ensure all financial transactions are reconciled and comply with federal law and organisational values, as well as meeting financial obligations and reporting requirements.	
Financial Planning and Analysis	• 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	• 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 or interest in finance and an understanding of basic financial concepts.
- ✓ Strong attention to detail and accuracy when managing information.
- ✓ Good organisational skills and the ability to manage tasks independently.
- ✓ Confidence working with spreadsheets, data or administrative systems.
- ✓ Strong written and verbal communication skills.
- ✓ An interest in YAIA's mission and the international affairs community.

OTHER CRITERIA

Applicants must be:

- ✓ Aged between 18 and 30, and an
- ✓ Australian citizen or permanent resident, or
- ✓ In Australia on a work or study visa.

INTERESTED?

Applications for the position of Careers Officer should be addressed to Zuzanna Kaczynska, 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 cpo@youngausint.org.au cc'd).

Interviews will be conducted on a rolling basis, so we encourage you to apply as soon as possible.

We are looking forward to hearing from you!

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