



Australian Financial Controller

Friday, December 12, 2008

Dharmik Australia:

Dharmik Australia's is based in NSW Australia near Sydney. Dharmik is an Australian charity dedicated to helping people in Nepal. Dharmik supports struggling children's homes and other projects with an international development focus.

Dharmik Australia's Role in Nepal:

Dharmik Australia's is below the minimum size for registration in Nepal. We work exclusively with local NGO partners and those partners are responsible for their own management and administration. We offer material support and assistance in the form of goods and services to those partners. The goods and services are delivered by our Nepal staff. Our local partners are registering an entity called "Dharmik Nepal" and in future all our actions, including staff hire, will be done through that entity.

Dharmik Australia's Funding:

Our funding comes from the generosity of our donors in Australia, USA and UK. Our organisation is run fully by volunteers and we have no paid staff outside of Nepal

Overall Job Goal:

To ensure we have the funds to support our commitments in Nepal and to ensure compliance with Australian financial and organizational regulations.

The main responsibilities are:

- tracking incoming funds from regular sponsors and from adhoc sponsors, donors and events.
- Reporting on expected funds which were not received and making sure that the responsible person follows up with the source of the expected funds.
- Maintenance of a database of sponsors and friends
- Ensuring that our financial holdings are in accordance with our policy, which is currently that we have enough funds in the bank to support two years of our regular commitments.
- To segment our finances according to various projects so that we know that certain funds in the bank are already allocated.
- To recommend movement of funds in/out of longer term money accounts to maximize interest earning.
- To be one signatory on withdrawals.
- Review financial information from Nepal and use that to forecast likely future expenses.
- To complete annual Australian regulatory documents (tax, dept fair trading, ASIC)
- Create and document a filing and processing "system" which could be passed on to another financial controller.



Reporting Relationship

The Australian Financial Controller reports to the Dharmik Australia President.

Selection Criteria

Skills

1. Financial experience
2. Excellent spoken and written English
3. Data collection ,analysis and report writing skills.
4. Advanced Computer Skills
5. Good communication and interpersonal skills.
6. Business skills – purchasing, negotiating, financial tracking.
7. Create and maintain office filing system.
8. Create and maintain office and business procedures.
9. Project Management

Personal Qualifications

Degree qualified.

Experience

Relevant Experience in a similar role .

Personal Attributes

1. Willingness to learn about the organization and to support the values and ethos of the organization.
2. Excellent problem solving skills.
3. Maintain and ensure confidentiality
4. Ability to work as part of a team.
5. Well organized and able to meet deadlines.
6. Initiative and capacity to work with minimal supervision.

Job Tasks:

1. Keep an up-to-date list of names, addresses and telephone numbers.
2. Manage documentation and administrative processes associated with the legal requirements of running a charity.
3. Ensure all payments are properly authorized and recorded accurately and Timely .File, issue and organize bills & receipts.
4. Produce Monthly reports on the accounts.
5. Maintain financial forecast and budget estimate at least one month in advance.
6. Prepare on time all bills.
7. Establish and Maintain systems to record salary and all relevant data .
8. Create and maintain an updated list of inventory.
9. Maintain all Insurance.
10. Create and maintain all income tax records for those employees who come under the Income Tax Law and pay when due, without exception.
11. Prepare business calendar showing the planned activities two months in advance (detail) and 12 months in advance (overview)
12. Other tasks as allocated by President Dharmik Australia.

Conditions of Employment:

- 1) The position is offered on a volunteer basis.
- 2) Other Benefits: Nil.

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