



Position Description

Position Title	Project Accountant
Location	Melbourne
Reports to	Director of Finance and Operations
Direct Reports	0
Employment Status	Part-time (0.7)
Start Date	November 2021

Who we are

The Equality Institute (EQI) is a global feminist agency working to advance gender equality and end violence against women and girls (VAWG). We are values-driven and underpinned by feminist principles in the ways we work and how we conduct ourselves. We actively apply an understanding of intersectionality in our work and aim to have diversity reflected in our workforce.

We have conducted over 50 studies around the world, and trained hundreds of researchers, practitioners and policy makers to better understand what causes VAWG and how to prevent it. We have grown our online community to over 88,000 followers across social media, creating viral content that has reached up to 3 million people in one post.

We are thought-leaders: sought after to provide strategic advice and effective solutions for local and international NGOs, governments, multilateral institutions and corporates to address one of the most wide-spread and intractable issues of our time. We have worked with the governments of Australia, Cambodia, and Kazakhstan, UN Women, UNDP, and UNICEF, as well as foundations such as the Bill and Melinda Gates Foundation, and key international partnerships including the Prevention Collaborative and SVRI, to name just a few.

For more information on the Equality Institute please visit our website:
www.equalityinstitute.org

Equal Opportunity, Culture, Diversity and Inclusion

The Equality Institute fundamentally believes in, and strives to embody, the values of intersectional feminism. We are committed to creating a diverse and inclusive workplace culture that recognises the value in bringing together individuals with a broad range of skills, backgrounds, experiences and perspectives.

The Equality Institute is motivated by a bigger picture outlook that situates our work within broader processes of positive social change. We are a people-centred organisation that highly values all employees, both as individuals and as the most important resources in terms of our contribution to that social change.

The Equality Institute is an equal opportunity employer and strives to maintain a workplace environment that is fair and free of discrimination, is safe and accessible for all employees and provides working arrangements that accommodate the diverse needs of our staff. We strongly encourage applicants from diverse backgrounds to apply for our positions.

The EQI is a child safe organisation and is committed to ensuring the safety and wellbeing of all children. We will work to promote child-safe environments to ensure that all children associated with the activities of the organisation are protected.

Our vision is a world in which diversity is celebrated, all people are respected, and power and resources are shared equally.

Our purpose is to transform unequal power structures and support violence (VAWG) prevention efforts to thrive in a rapidly changing world – through research, creative communications and feminist leadership.

Our values are Strive for Equality, Stay Curious, Be Courageous and Find the Joy.

Overview of Position

Part of a small, collaborative team committed to continuous improvement, the Project Accountant is a newly created hands-on role and will be responsible for providing accurate and timely financial analysis and reporting of activities and will drive optimisation of systems and processes. This role will work closely with the Director of Finance and Operations, the operations team, and provide support to the wider organisation. Ideally the successful candidate will have strong technical accounting knowledge, will pride themselves on their attention to detail, have experience in a project/cost accounting environment and be familiar with grant and project acquittals. This role is required to work collaboratively with a range of stakeholders across the organisation and therefore the successful candidate will require strong communication and relationship building skills.

Key Duties and Responsibilities

Finance

- Liaise with EQI's external Accountants to ensure accuracy of financial reports and transactional costing allocations
- Analyse financials and liaise with budget holders to report on budget variances
- Track profitability of projects against budget (including staff time allocation)
- Provide timely and accurate financial information to Director and management team
- Assist in responding to tenders and in preparing project budgets, pricing and cost estimates
- Drive the development and delivery of enhanced financial reporting, tools and templates
- Monitor client milestone deliverables and ensure timely invoicing and reporting
- Prepare financial grant acquittals to support the progress of grant funded projects and initiatives
- Support fieldwork logistics and related costs including cash advances/acquittals and payment of training and data collection costs
- Assist in building finance capability of non-finance staff
- Assist in the preparation of cashflow forecasts and operational budget
- Assist the Director with any internal and external audits, including liaising with the auditors and providing them with the required documentation.
- Review and investigate costs to ensure value for money and organisational sustainability

Systems

- Maintain contracts compliance and risk registers
- Assist with enhancing and effectively implementing appropriate internal control policies and procedures, monitoring and reporting of risks
- Drive greater use and functionality through systems enhancement
- Work within the operations team and across the organisation to support the implementation of EQI's strategic plan.

Key Selection Criteria

Essential

- Proven experience (4-6 years) in a financial role within a client/project-based environment
- Tertiary qualifications in Accounting, Business or a related discipline
- Advanced MS Excel and MS Office skills
- Strong technical accounting knowledge – standards, principals, practice, reporting and compliance
- Demonstrated strong analytical and project management skills
- Experience in grant reporting and/or project acquittals
- Demonstrated problem solving skills
- Experience developing and monitoring program budgets
- Excellent written and verbal communication
- Excellent attention to detail with high level of accuracy
- Ability to work autonomously and as part of the team
- Professional approach to own accountability, learning and development

Desirable

- Experience in Non-Profit or Social Enterprises
- Experience and knowledge on gender equality, preventing violence against women and/or other social justice issues
- Knowledge in accounting software (Xero) and project management system such as Asana
- Innovative mindset with strong initiative to drive systems improvement
- Experience with foreign currency transactions
- Data analysis skills

Skills and values

- Aligned to the core intersectional feminist values of The Equality Institute.
- Proactive and enthusiastic team player with a demonstrated ability to see the bigger picture, think strategically and build capacity in others
- Strong sense of integrity, professional ethics and commitment
- Highly motivated with an ability to work equally effectively in team environments as well as on tasks which require high levels of initiative, autonomy and independent action.
- Excellent time management, prioritisation and organisational systems skills, with the ability to work flexibly and meet deadlines.

Terms and Conditions

Salary and benefits

\$75-\$80k per annum (FTE) plus 10% superannuation

The Equality Institute also offers additional leave entitlements, flexible working arrangements, professional development opportunities, and well-being and self-care workshops and initiatives.

All offers of employment are subject to the following:

- Current National Police Record Check
- Endorsement of EQI's Child Protection Code of Conduct and Ways of Working
- Eligibility to work in Australia
- Six month probationary period