



Environmental Defenders Office

Senior Finance Officer – Position Description

EDO relies on our people to use their skills and experience to provide the best possible support to our clients and other staff. While this job description aims to outline the fundamental reason the role exists, the role may evolve as EDO evolves.

If you see a way to play to your strengths in a way that achieves EDO outcomes, please don't be limited to this list. We have important work to do and need everyone to be operating at their best.

Purpose of the position

The Senior Finance Officer is responsible for managing all transactional accounting for EDO and production of accurate and timely accounting information and regular reporting. Overseeing the day-to-day transactional operations of the Finance function and year end. In addition, the Senior Finance Officer plays an integral role in ensuring that the objectives and requirements of the finance function are met.

Key responsibilities & duties

- Assume responsibility for the transactional financial management, record keeping and systems, maintaining accurate finance records according to relevant legislative requirements.
- Month end processing and production of monthly accounts to Profit & Loss and Balance Sheet, completed within 7 business days of month end. This includes journals, accruals, various reconciliations, variance analysis and review of GST, general ledger, and balance sheet.
- Monthly revenue recognition and lease journals in accordance with various Accounting Standards.
- Oversee maintenance of fixed asset register and related processes – all data correctly entered and reconciled on a monthly basis.
- Oversee prepayments register and related processes – all data correctly entered and reconciled on a monthly basis.
- Oversee accounts payable process – all AP data checked for accuracy and paid on time.
- Oversee accounts receivables process – all invoices issued within 3 days of receiving request and checked for accuracy. Outstanding invoices followed up for payment after 14 days.
- Oversee EDO credit card process – including data checked for accuracy and reconciled with no variance.
- Oversee bank reconciliation process – all bank transactions correctly entered and reconciled with no variance.
- Oversee end to end fortnightly payroll process, including:
 - Payroll complete and employees paid with no errors
 - Complex termination calculations as required
 - Act as main contact for outsourced payroll provider
 - Ensure that superannuation and PAYG Withholding are correct and paid on time
 - Year end STP data reconciled and correct.
- Workers compensation and other general insurance policies reviewed and renewed on time.
- Quarterly calculation and submission of Portable LSL Levy for ACT, QLD and VIC.

- Quarterly calculation and preparation of BAS – all data checked for accuracy and paid on time.
- Oversee annual FBT return – all data provided to external accountant, checked for accuracy and paid on time.
- Update and monitor case and grant budgets.
- Play key role in annual external audit by participating in audit process and assist the external auditors with their queries and addressing any requirements.
- Reconcile Trust Account on monthly basis and manage annual Trust Account audit with external auditors.
- Assist Financial Controller with preparation of monthly, quarterly, and annual financial reports.
- Respond to internal and external finance queries in a timely manner.
- Become Sage Intacct super user within 6 months of commencing, providing support to system users – both finance and non-finance users.
- Be back up for payroll processing in the absence of the Payroll Administrator and support other finance team members when needed.
- Support the Director, Finance and Operations and Financial Controller with ad-hoc projects and deliverables.

General

All staff have a responsibility to:

- Develop and maintain a good knowledge of EDO's role and policies.
- Represent EDO in a positive and effective manner by actively demonstrating EDO Values.
- Attend, and contribute actively and constructively at staff meetings.
- Maintain appropriate records, assist with office administration, such as files, computer and precedent systems.
- Seek opportunities for personal and professional development, particularly related to the team and position's specific areas of responsibility.
- Respond to requests by clients and fellow staff in a knowledgeable, professional, constructive and respectful manner.
- Provide accurate and timely data and information for reporting, fundraising and communications purposes.

Commitment to EDO's Values:

Commitment

- We are committed to; a united organisation, to each other, to collaboration, to justice, to our communities and to creating a world where nature thrives.
- We are committed to providing excellent legal services and resources, informed by the best available science, in order to empower clients and communities.
- We are committed to improving our planet and society.
- We care for EDO's clients and stakeholders.
- We are fearless in the face of adversity, and care for each other as we face this adversity.

Diversity

- We are respectful of and welcome diversity of staff, volunteers, offices, environmental regions, communities, stakeholders.
- We respect First Nations Peoples' knowledge and experience, and work with them to protect their country and culture.
- We acknowledge that the law has not always been just.
- We dedicate ourselves to understanding the diversity of our people and culture.
- We welcome and respect our own differences and learn from them, and collaborate to achieve our greatest potential.
- We are great lawyers and great people, with open hearts and open minds.
- We respect the different places our stakeholders come from and strive to help them, even if their worldviews don't align completely with ours.

Integrity

- We work effectively, efficiently, strategically, professionally and ethically; "justice is in our nature".
- We are truthful with ourselves and others.
- We are nonpartisan and inspire trust in our clients, stakeholders and government.
- We respect the world's resources and make maximum productive use of the resources entrusted to us.

Vision

- We lead change and environmental empowerment using innovation, creativity, and courage.
- We expand the boundaries with creativity and skill, pioneering new legal pathways to a healthier, safer world and inspiring others.
- We are inquisitive, curious and persistent: exploring new ideas and embracing change.
- We boldly challenge the status quo while providing solutions to our most pressing challenges.