

## Sport for Development Administration and Finance Officer

As the Sport for Development (S4D) Administration and Finance Officer, you will: i) support project logistics; ii) support project purchasing and other administrative and financial procedures including policy adherence and; iii) support finance functions; iv) support program communication.

KEY DUTIES	QUALIFICATIONS AND EXPERIENCE	SKILLS
<p><b>Logistics Support</b></p> <ul style="list-style-type: none"> <li>Support the logistical arrangements for all Pass It Back Coach training;</li> <li>Support partners in terms of logistics in their activities.</li> </ul> <p><b>Administrative Procedures</b></p> <ul style="list-style-type: none"> <li>Support to prepare correspondence with local partners;</li> <li>Meeting Minutes taking and finalised and shared into working platforms;</li> <li>Salesforce communication support;</li> <li>Basecamp communication support.</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Develop contracts with consultants and suppliers;</li> <li>Process payments to consultants and suppliers;</li> <li>Review budget plan and request for money transfer submitted by partners;</li> <li>Supervise and ensure that Financial report submitted by partners are up to standards and on time;</li> <li>Support purchasing processes in-line with policy.</li> </ul> <p><b>Program Communication</b></p> <ul style="list-style-type: none"> <li>Support with updates to project management platform,</li> <li>Maintain frequent, high-quality and transparent communications with the S4D team.</li> </ul>	<ul style="list-style-type: none"> <li>University education in Administration, Finance, Education, Sport management, international development or a relevant field;</li> <li>Experience working with partners, with sports partners an advantage;</li> <li>Experience of working with children and young people;</li> <li>Fluency in English and relevant national language/s;</li> <li>A commitment to creating an environment that enables national partners to grow and achieve their full potential.</li> </ul> <p><b>You are expected to remain alert and responsive to any child safeguarding and Sexual Exploitation, Abuse or Harassment (SEAH) risks and conduct yourself in a manner consistent with Child Safeguarding and Prevention of SEAH Policies.</b></p>	<p>Organised and methodological</p> <p>Effective under pressure</p> <p>Deadline-oriented and proactive</p> <p>Excellent interpersonal, written and verbal communication skills</p> <p>IT use for productivity and communications</p>
<p><b>Department:</b> Sport for Development Team  <b>Location:</b> Hoa Binh  <b>Employment:</b> Full-time for 12 months  <b>Reports to:</b> Sport for Development Partnership Coordinator  <b>Other Information:</b> Domestic travel required</p>	<p style="text-align: center;"><b>CHILD FUND AUSTRALIA'S VALUES</b></p> <p style="text-align: center;"><b>A commitment to:</b></p> <p style="text-align: center;">Respect, Integrity, Collaboration, Change, Empowerment and Excellence</p>	

## Organisational Context

ChildFund's Sport for Development programs provide children with opportunities to play, learn and grow.

Using integrated sport and life skills learning, young people from vulnerable communities are equipped to overcome challenges, inspire positive social change and take active leadership roles within their communities.

Under ChildFund Australia's guidance, all Sport for Development programs contribute to achieving gender equality, reducing inequality, and ending violence against children, reflecting targets within the UN Sustainable Development Goals.

Participants also develop critical social and emotional skills which help them to achieve personal goals, build empathy, manage emotions, develop positive relationships, and make responsible decisions.

Each program partners to deliver high quality, evidence-based social outcomes, across a range of sports. ChildFund's biggest rugby for development program, Pass It Back, is a key component of the Rugby World Cup 2019 Impact Beyond legacy program - ChildFund has also been appointed as the principal charity partner for Rugby World Cup 2021 to further leverage the sport to deliver social change, with a focus on girls and women.

ChildFund is recognised as a Pioneer Organisation within the International Safeguards for Children in Sport, which ensure that children are physically and emotionally safe across sport. Work is undertaken with sports partners around the globe to ensure that the safeguarding of children and vulnerable adults in sport is a priority.

ChildFund Australia is an independent international development organisation that works to reduce poverty for children in developing communities, and is a member of the ChildFund Alliance, a global network of 12 organisations which assists almost 23 million children and their families in 70 countries.

### OUR VISION

### OUR MISSION

A world without poverty where all children and young people can say: "I am safe. I am educated. I contribute. I have a future."

We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

For more information, visit our website at [www.childfunds4d.org](http://www.childfunds4d.org)