

## Sport for Development (S4D) Partnerships Finance Officer

As the S4D Partnerships Finance Officer you will maintain financial oversight and provide financial management services by providing consolidated finance, budget monitoring and reporting in-line with required procedures and systems. You will work closely with a multi-country program team and sports organisation partners to ensure strong financial management across partnerships.

KEY DUTIES	QUALIFICATIONS AND EXPERIENCE	SKILLS
<ul style="list-style-type: none"> <li>Review and analyse financial processes including reporting, budget and grant management, partnership agreements, control mechanisms and financial audits ensuring accountability and transparency.</li> <li>Ensure financial reports from partners meet required standards and are imported in a timely manner into ChildFund’s accounting system.</li> <li>Support the Finance and Compliance Manager to ensure partner compliance with required systems and practices, and alignment with required financial reporting and acquittals.</li> <li>Prepare grant monitoring reports each quarter.</li> <li>Monitor partners’ financial management systems, as well as the implementation of project activities in close collaboration with other departments.</li> <li>Conduct monitoring visits to partners and carry out compliance checks.</li> <li>Coordinate both internal and external audits as needed.</li> <li>Support the Team to understand and apply relevant financial policies and procedures, particularly relating to fraud prevention, counter-terrorism, anti-money laundering and other areas of risk.</li> <li>Support training across the Team and partners to build capabilities to manage financial processes in-line with relevant policies and procedures.</li> <li>Review staff claims, advances, advance acquittals and payments to ensure they comply with ChildFund policies, procedures and approved budgets, in-line with transparency and accountability commitments.</li> <li>Liaise and coordinate with ChildFund offices in different countries to ensure smooth financial operations.</li> <li>Ensure the Team follows ChildFund policies and procedures including by providing necessary supporting documents.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant undergraduate degree and a formal accounting qualification.</li> <li>Proven experience in a finance and operations team with grant management experience.</li> <li>Experience working with cloud-based enterprise resource planning (ERP) systems for financial management.</li> <li>Experience of working with complex project partnerships, preferably internationally.</li> <li>Evidenced relationship development skills.</li> <li>Experience in budget development and management.</li> <li>Fluency in written and spoken English.</li> <li>Training experience working successfully with non-financial staff.</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>Coordination and communication skills to work cross-culturally and engage colleagues in implementing and improving practice.</p> <p>Ability to work remotely using technology to connect across cultures and languages.</p> <p>Resilient with the ability to be self-motivated and to demonstrate initiative in achieving objectives.</p> <p>Relevant computer skills, including Excel, with Sage Intacct experience an advantage.</p>

**Department:** Sport for Development Team  
**Location:** South-East Asia with the right to work in identified duty station  
**Employment:** Full-Time Consultancy  
**Reports to:** Finance and Compliance Manager  
**Other Information:** International and domestic travel required

**CHILDFUND AUSTRALIA’S VALUES COMMIT TO:**  
 Respect, Integrity, Collaboration, Change, Empowerment and Excellence

### Organisational Context

ChildFund Sport for Development partners to provide children and young people with opportunities to play, learn, and lead.

Through integrated sport and life skills learning, young people from vulnerable communities develop critical social and emotional skills which help them achieve personal goals, build empathy, manage emotions, develop positive relationships, and make responsible decisions. This makes them better equipped to overcome challenges, inspire positive social change, and take active leadership roles within their communities.

All partnerships contribute to building an equitable and inclusive future, where children are safe from violence — reflecting targets within the UN Sustainable Development Goals.

The ChildFund Sport for Development Team also works with sports partners around the globe to ensure that the safeguarding of children and vulnerable adults in sport is a priority.

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

#### CHILD FUND AUSTRALIA VISION

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

#### CHILD FUND AUSTRALIA MISSION

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)**

You will be contributing to every child being able to say: “I am safe. I am educated. I am heard. I have a future.”