



URGENT ACTION FUND FOR WOMEN'S HUMAN RIGHTS ASIA & PACIFIC

Terms of Reference: Financial Reporting Facilitator

Deadline to apply: 5 July 2024

Urgent Action Fund Asia & Pacific (UAF A&P) is a feminist rapid response fund that supports and accompanies women, trans and non-binary human rights defenders in Asia and the Pacific in their critical defence of people and planet. We are often defenders' first line of defence as they rise up to meet the fundamental democratic, gender, and climate crises of our times. We are also the first rapid response fund led by and for women in the Asia and Pacific regions.

UAF A&P is registered as a Charity with the Australian Charities and Not-for-profits Commission (ACNC), as well as endorsed as a Public Benevolent Institution (PBI) by the Australian Tax Office. UAF A&P is governed by a Regional Board with members from across both Asia and the Pacific, and a Melbourne-based Australian Board of Directors.

Position Overview

The Financial Reporting Facilitator will be responsible for the timely and accurate preparation and presentation of financial and management information used in planning, decision-making, and reporting to our stakeholders. They will be a key member of the organisation's finance unit, which is responsible for preparing the Organisational Budget, compiling periodic financial reports, monitoring spend-down based on donor requirements, timely payment of Rapid-Response Grants, and other finance and administration tasks as required.

Key Accountabilities

- Administer the accounts, including management of Profit and Loss, Balance sheet and Cashflow
- Generate monthly financial reporting



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- Prepare quarterly Board financial pack including actual vs budget analysis with commentary
- Donor tracking management
- Liaise with external stakeholders including auditor
- Support external Tax Accountants, in managing BAS, IAS and FBT obligations
- Explore and recommend cloud or IT-based financial tools to enhance internal financial systems for reimbursements and acquittals
- Assist the Strategic Finance Facilitator where required to meet financial and reporting requirements of the organisation

Core Competencies

- Highly organised
 - Xero experience (desirable)
 - CA/CPA (desirable)
- Nimble problem solver
- Proven ability to work with strict deadline and achieve targets
- Proven ability to work sensitively with data and information

Work environment & compensation

This is a remote, full-time position that will require the Financial Reporting Facilitator to work for 40 hrs/week. The annual compensation is in the range of 40,000-45,000 US\$ p.a. This range is flexible and corresponds to the candidate's experience as well as UAF A&P's job standards and remuneration matrix. The Financial Reporting Facilitator will be supervised by the Strategic Finance Facilitator.

Eligibility

As a feminist fund based in Asia and Pacific and supporting movements led by women, trans and non-binary human rights defenders, we are committed to having an organisation that is representative of identities living in the regions and countries we fund. As such, this call will prioritise women, trans and non-binary human rights defenders with disabilities or abled from countries under-represented in our team - Taiwan, South Korea, Thailand, Bangladesh, Laos,



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Sri Lanka, Tonga, Samoa, Vanuatu, Solomon Islands, Kanaky, Kiribati, Tuvalu, Cook Islands, Palau, and Federated states of Micronesia, Marshalls. **Applicants who are cisgender males or based outside of The Pacific and Asia regions are not eligible to apply.**

How to apply

Please send the following documents to info@uafanp.org with the subject line "Financial Reporting Facilitator application."

1. An updated CV highlighting relevant experience
2. An expression of interest outlining your experience in designing and presenting monthly and quarterly financial reports and presentations for governance teams.

We request applicants to create and/or use a ProtonMail account to send us their application dockets to ensure compliance with our strict security protocols.