

ROLE TITLE	AFES FINANCE TEAM MEMBER
Reports to	AFES Finance Team Leader
Date	May 2026
Scope	Under the direction of the Finance Team Leader, the Finance Team Member will provide assistance in the AFES National Office by being responsible for regular and recurring tasks in the finance team along with additional general administrative tasks.
Purpose	<p>As an integral member of the National Office, serve in the Finance Team to achieve the AFES Mission, Vision and Strategies in accordance with the Values and Doctrinal Basis.</p> <p>In prayerful dependence on God, and in partnership with the student affiliate, you are to proclaim Jesus Christ at University to present everyone mature in him by building student groups that:</p> <ul style="list-style-type: none"> • Evangelise students by proclaiming Jesus as Lord. • Encourage growth toward Christian maturity. • Train students in the skills and character to serve Jesus and His people; and • Send graduates throughout Australia and the world to serve Christ.
Key Responsibilities	<p>Your primary work is to ensure the effective administration of finance functions within the Finance Team in order for work on campus to flourish.</p> <p>This includes being responsible for:</p> <p>General</p> <ul style="list-style-type: none"> • Prepare and process invoices, payments, receipts, and reimbursements in accordance with AFES policies and procedures, including checking of receipts/invoices, MYOB data entry, EFT processing, remittance advice distribution and answering inquiries. • Process payroll for staff and ensuring compliance with tax and employment laws. • Process international payments to IFES affiliated student organisations. • Assist in preparing and monitoring budgets and cash flow forecasts. • Conduct reconciliations and internal audits to ensure data integrity and compliance with accounting standards and regulations. • Provide ad-hoc general administrative support to the AFES National Office as needed such as email correspondence, answering phones, and data entry. • Finance or accounting work as directed by the Finance Team Leader. <p>Reports</p> <ul style="list-style-type: none"> • Prepare and provide campus staff with monthly financial reports, monthly fringe benefit reports. • Prepare and provide management reports such as monthly staff deficits and quarterly Board reports. • Prepare ad hoc reports for the Finance Team Leader as required. • Participate in the preparation of financial statements and reports for the Executive and the National Office Team Leader.

	<p>Self-learning and self-caring</p> <ul style="list-style-type: none"> Engaging in the processes of Staff Learning and Development, including undertaking the annual feedback and planning processes with the Finance Team Leader. Monitoring and maintaining your wellbeing, including taking leave. <p>Actively participate in the broader AFES National Office team meetings and serve at national conferences as required.</p>
Relationships	The Finance Team Member will report to the Finance Team Leader for day-to-day matters. They will provide a high level of support and service to campus staff, student affiliate groups and external suppliers.
Location and Special Circumstances	<p>This position requires regular work to be performed at the AFES National Office, Kingsford. As such the incumbent will be expected to participate in the broader AFES National Office team meetings when present, including leading occasional bible studies and prayer.</p> <p>It also requires attendance including travel to and from annual AFES conferences at hours outside those normally worked including Staff Conference and National Training Event.</p>
Qualifications	<ul style="list-style-type: none"> Character as outlined in the Code of Conduct and Doctrine for AFES workers. Doctrine as outlined in the Code of Conduct and Doctrine for AFES workers. Working with Vulnerable People Check (or relevant State Equivalent). Ideally, a bachelor's degree in accounting, commerce or a related field. Ability to provide accuracy and thoroughness with high attention to detail, especially when performing repetitive tasks. High computer literacy including skills in the Office365 suite, email clients, web-browsers, and the ability to quickly become competent using FileMaker Pro and MYOB. Ability to use Microsoft Excel at an intermediate level. Ability to work independently to manage time, set priorities and plan workload to meet objectives and deadlines. Excellent communication skills with a customer service focus. Excellent team player, contributing positively to a team environment. Ability to maintain confidentiality of staff and Financial Supporter information.
Competencies	<ul style="list-style-type: none"> Observes Analyses Collaborates Decision Quality Problem Solving
Skills	<ul style="list-style-type: none"> Strong attention to detail Process Improvement Comfortable in the MS Office space e.g. Teams, SharePoint, Outlook Excellent in managing tasks and meeting deadlines