# Finance Officer

Role description

The Finance Officer will work under the Chief Financial Officer (CFO), supporting the financial health and sustainability of FORE Australia. In this role, you will assist with budgeting, financial reporting, grant management, and sponsorship opportunities. You will play a key role in maintaining financial records, ensuring compliance with financial policies, and contributing to funding strategy development. With a commitment of 4-10 hours per week, this role offers flexibility and the chance to gain hands-on experience in managing finances for a dynamic, youth-led non-profit organisation.

Key Criteria

* **Experience**: Background in finance, accounting, or a related field; experience in non-profit or social enterprise finance is advantageous.
* **Skills**: Strong analytical skills with attention to detail; proficiency in financial software and spreadsheets (e.g., Excel).
* **Knowledge**: Understanding of budgeting, financial reporting, and grant management processes.
* **Integrity**: High ethical standards and a commitment to financial transparency.
* **Collaboration**: Strong interpersonal skills to work effectively within a team

Other benefits

* Hands-on experience in financial management and budgeting for a social enterprise.
* Flexible working hours (4-10 hours per week) that accommodate your schedule.
* Opportunity to contribute to funding strategy development and grant management.
* Gain insight into the financial operations of a mission-driven organization.
* Professional development opportunities in finance and social enterprise management.
* Collaborate with a passionate team dedicated to creating positive social change.
* We anticipate that these roles will transition to paid positions as our organisation expands

How to apply

Please submit an application via the link: [Finance Officer Application Form](https://docs.google.com/forms/d/e/1FAIpQLSfy1w5ANUggyqBU5O4wCloZfaE2jAAOf0lIGoTsSkAai0eQpw/viewform?usp=sf_link)