

POSITION	Finance & Reporting Lead
SALARY	\$65 000 inc super
EMPLOYMENT TYPE	Full time
LOCATION	Sydney
START	October 2019

batyr is a 'for purpose' preventative mental health organisation, created and driven by young people, for young people. We run programs that help smash the stigma surrounding mental health and empower young people to reach out for support. We help create supportive communities.

We are an energetic, fun and dynamic team who are passionate about changing the way we speak about mental health. Excitingly, we are on the hunt to build our team with even more passionate, skilled and driven people to continue to develop our high-performance culture and expand the reach and impact of batyr. If you want a workplace where you can bring all of your full, weird and wonderful self to the office each day, this is the place.

#### working with us

At batyr, we make sure we have fun while doing important work. We care deeply about those we welcome into our work-family and do our best to support our team. We do this by:

- providing all permanent staff with a wellbeing budget that you can use for the gym, new surfboard, pottery class, ukulele lessons... almost whatever you need to help keep you feeling good
- providing ongoing professional training and wellbeing sessions
- structured internal and external mentoring
- wellbeing leave - your personal leave doesn't just have to be for sick days, at batyr you can also use this leave to support your mental health and wellbeing
- mid-year and start-of-year retreats
- flexible working arrangements

#### about you

You're a wiz with numbers and get a real thrill out of reconciling accounts, making sure that finance systems are up to date and in tip top shape. You have an eye for detail and understand that every cent counts when working with donor funding. You love to create order so you're always looking for ways to improve processes, and you make sure that everyone in the team sticks to them. You're able to take on multiple responsibilities and manage competing deadlines with ease. You have top notch communication and interpersonal skills and your friends rely on you to explain those big finance words in a way that everyone can understand.

As with all of our employees, you will have an active interest in tackling the stigma, in young people, around mental health and aligned to batyr's five values; empathy, inclusive, balance, positive and bold.

#### position summary

The Finance & Reporting Lead will be responsible for maintaining the day to day financial operations of batyr. Working closely with the Finance Manager, this role will ensure that we have a clear picture of our financial position to support operational and strategic decision making. The Finance & Reporting Lead will ensure that all funding is acquitted in accordance with relevant funding agreements, assist batyr's partnerships team with report & proposal writing and maintain accurate and up to date information in our IT systems.

The Finance & Partnerships Lead will report directly to the Finance Manager.

### key responsibilities

- Maintain all bookkeeping functions (accounts payable, accounts receivable, payroll).
- Prepare monthly balance sheet reconciliations and financial reporting.
- Maintain effective systems for financial reporting, both internally and externally.
- Assist with the preparation of annual budgets and ensure that actuals are recorded and monitored in line with this each month.
- Maintain up to date financial forecasts.
- Review and continually improve financial and administrative procedures.
- Assist batyr's partnerships team with grants and donor reporting obligations.

### primary selection criteria

- Tertiary qualifications in accounting.
- 2+ years relevant accounting or bookkeeping experience.
- Experience with financial reporting.
- Comfortable working with large volumes of data in excel and working knowledge of common formulas/functions (vlookup, sumif, pivot tables etc).
- High level of attention to detail.
- Ability to work independently across a growing and spread out team.

### desirable selection criteria

- Experience working in Xero.
- Experience with Salesforce.
- Experience supporting the development of grants and donor reports
- Experience working in a NFP organisation.

### how to apply

Please email your cover letter & CV to [careers@batyr.com.au](mailto:careers@batyr.com.au) by 9:00am Monday 30 September, with the job title in the subject line.