

REnew Pacific Regional Finance Officer

Position Description

Reporting to:	REnew Pacific Regional Team Lead	Work location:	Pacific Region (Remote)
Department:	International Programs	Budget holder:	No
Team:	Renew Pacific	Direct reports:	0

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

The Finance Officer supports the REnew Pacific Regional Lead to ensure accurate, timely and sound financial management of the REnew Pacific Award across participating Country and Regional Offices. The role coordinates project financial information, reviews actual expenditure, supports budgeting and forecasting, monitors financial performance and burn rates, prepares management and donor financial reporting, and works closely with program and finance teams to identify and address financial risks.

The position will also work closely with the Regional Director Program Operations, REnew Pacific Partnerships and GEDSI Coordinators and technical advisors, and Country Office Finance Leads.

Here your skills will be valued

Role requirements

- To ensure expenditure is accurately recorded against the appropriate REnew budget lines.
- Prepare monthly Budget vs Actual (BVA), forecast vs actual, variance and burn-rate analysis, highlighting material underspends, overspends and emerging financial risks.
- Coordinate and prepare monthly and quarterly forecasts/reforecasts, incorporating actual expenditure, commitments, planned activities, staffing, travel and anticipated project costs.
- Support budget phasing, reallocations and revisions and maintain clear documentation of key assumptions and changes.
- Prepare and reconcile applicable mark-ups, recoveries, management fees and ICR in accordance with approved project arrangements.
- Support month-end processes, including accruals, corrections, journals, reconciliations and follow-up of outstanding financial items.

Country Office & Program Coordination

- Work closely with the REnew Pacific Regional Coordinator and Regional Program Lead, project coordinators and Country Office finance teams to obtain timely and accurate actuals, forecasts, commitments and supporting financial information.
- Review Country Office expenditure and follow up coding errors, missing documentation, delayed postings and other financial issues through to resolution.
- Consolidate Country and Regional Office financial information to maintain an accurate overall financial position for the Award.
- Provide practical financial guidance to program teams to support effective planning and informed decision-making.

Financial Reporting & Stakeholder Engagement

- Prepare and present monthly Renew Pacific financial performance at GMC meetings, including actuals, forecasts, BVA, burn rates, remaining budget, key variances, risks and required actions.
- Prepare financial information and analysis for month-end performance discussions with Palladium, in coordination with the REnew Pacific Program Lead.

- Support quarterly, six-monthly, annual and other required financial reporting, including workplan budgets, forecasts, acquittals and supporting schedules.
- Deliver financial analysis and draft financial narrative in deliverables and reporting in line with the schedules in the Award.
- Clearly communicate financial performance and emerging issues to finance and non-finance stakeholders and respond to ad hoc project financial requests.

Financial Controls & Compliance

- Support compliance with the Palladium agreement, DFAT requirements, approved REnew budget and SCA financial policies and procedures.
- Maintain accurate reconciliations, supporting documentation and financial records to ensure a clear audit trail and audit readiness.
- Monitor expenditure against approved budgets and escalate potential overspends, unsupported expenditure, control issues or other financial risks promptly.
- Support donor reviews, audits, spot checks and other financial assurance activities as required.
- Identify opportunities to strengthen financial processes, reporting tools, controls and overall project financial management.

Capacity Building

- Support the development of capacity of REnew Pacific team members in effective project level on activity level budgeting, forecasting and reporting.
- Develop templates and tools to simplify and professionalise periodic reporting.

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

All roles at Save the Children contribute to our impact for children.

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- Qualification in **Accounting, Finance, Business or a related discipline**, or equivalent relevant experience.
- Experience in project, grant or donor-funded financial management in the Pacific.

- Strong capability in budgeting, forecasting, BVA, variance analysis, reconciliations and financial reporting.
- Advanced Excel skills and experience working with ERP/accounting systems.
- Strong analytical skills with high attention to accuracy and detail.
- Ability to coordinate financial information across multiple teams and Country Offices.
- Strong communication and stakeholder-management skills, including the ability to present financial information clearly to non-finance stakeholders.
- Experience with DFAT-funded programs, donor reporting, ICR/recoveries and multi-country projects would be advantageous.

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Not required **Travel:** No

Working with Children Check: Required **Assets:** Laptop