

sustainability through science and innovation



Finance Officer

Hello there, and thanks for stopping by! Are you a bookkeeping superstar who absolutely loves numbers, has nitty gritty attention to detail, dynamism and wants the opportunity to support a small business team? If so, we want to hear from you.

Who are we?

For 12 years **cesar** has delivered services in the fields of sustainable agriculture and biodiversity conservation. We are a passionate team who provide scientific research and services to government, industries and private organisations. We are self-proclaimed science geeks who love our work and are expanding. We are looking for a Finance Officer to join our team, to support the team in all things finance!

Like other staff in the team, you will work within **cesar** as well as start-up sister organisation EnviroDNA, another purpose driven business which has been running independently for two years now. As the name suggests, Environmental DNA (eDNA) is at the heart of what we do in EnviroDNA. Every creature leaves traces of DNA in the surrounding environment. It is our job to find it! eDNA approaches are revolutionising how we detect and manage biodiversity – we help government, not-for-profit and private organisations in doing so.

The role – is this you?

The mission of this role is for a start financial officer who keeps all ducks in a row for both businesses, provided day to day financial operations, as well as financial reporting and support to the leadership teams. This role will mean that the wider team can focus on the business and the research that they love!

We are looking for someone who:

- **Is an excellent organiser** who takes pride in steering their own ship. Plans, schedules and juggles a range of tasks across two organisations whilst maintaining accuracy.
- **Is quick to move** and able to provide significant output in an efficient and effective manner.
- **Is an effective communicator**, who is quick to speak up if you see an



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opportunity to improve or if issues arise. You ask questions when needed and feel confident to provide advice and speak with both internal and external stakeholders.

- **Has attention to detail as their middle name**, does not let important details go unnoticed and is thorough in assessing and acting upon relevant information.
- **Relishes persistence**, demonstrates tenacity, enthusiasm and the willingness to go the distance to get the job done.
- **Enjoys working autonomously**, runs with things, once you have direction on a task you get busy making it happen. You keep stakeholders up to date with progress and ask questions where needed, but aren't reliant on direction every step of the way.
- **Demonstrates a passion for sustainability and conservation.** You strive to decrease your carbon footprint both at work and at home and are motivated by ensuring a sustainable future.

Are you up for the challenge?

In order to apply the experience/qualifications you need to possess are:

- Certificate IV Accounting and Bookkeeping or higher.
- Experience using Xero cloud-based accounting software package.
- Experience using Microsoft Office Suite (and in particular Excel).
- Be an Australian or New Zealand Citizen, permanent resident, or hold a Visa that allows you the right to work within Australia.
- Mac user (desirable, but not a necessity).

We expect that our new finance officer will achieve the following outcomes in this role:

- Accounts Receivable/Payable processing
- Account Reconciliation
- Maintaining adequate cash flow
- Payroll administration & monthly processing, including reimbursements
- Monthly Payroll Tax calculations, lodgement & payment
- Quarterly Superannuation & BAS, calculations, processing, lodgement & payment
- Monthly inter-company consultant and overheads settlement
- Delivering of financial reporting via excel, including, but not limited to;



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- Annual financial reports
- Bi-Monthly financial reports including cash flow projections
- Project financial reporting
- Annual budgets
- Annual tax planning

Aligning with our values:

It's not just what you do, we care about who you are:

- **Scientific excellence** – we need people who set high standards, always working to achieve scientific excellence and can do so in the applied context of business.
- **Bring grit** – we need people who can thrive in a fast-paced environment and who have the determination to persevere through challenges.
- **Love it, own it** – we need people who are passionate about delivering great outcomes and take ownership of planning and undertaking their work to achieve great outcomes.
- **Trust yourself and each other** – we need people who are courageous in the face of ambiguity, as could be experienced in science and a growing business, and can work in a team to support others to do the same.
- **Do good for the environment** – we need people who strive to have a positive impact.

What we can offer

- A dynamic and fast-paced office of friendly and dedicated colleagues, currently in leafy Parkville (on the fringe of the Melbourne CBD).
- The opportunity to work within purpose driven organisations – we are committed to making a positive impact in the world and are always seeking to ensure a positive work culture.
- Part time employment, with potential for flexible hours and working arrangements.

Would you like to apply?

Is this the perfect role for you? If so, we look forward to receiving your application.



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Please apply via email to our Administration Manager, Frances Morell (fmorell@cesaraustralia.com), including the following:

- A cover letter of no more than two pages. Ensure it focuses on why this role would be the perfect opportunity for you. We would like to hear what excites you about it and the key attributes that you would bring to the role.
- Your current CV.
- Please note after shortlisting, the first round of the recruitment process will involve applicants completing a short skills test.

Closing date for applications is the 23rd August 2019. However, we encourage applicants to submit their application as early as possible as we will be assessing and progressing applications as they are received. If we find a suitable applicant before the closing date, we may no longer accept further applications.

Thanks in advance for your interest in **cesar** and EnviroDNA.



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