



Finance Officer, Ag Excellence Alliance Inc.

POSITION DESCRIPTION

Position Title:	Finance Officer
Employment Type:	Part-time (8 to 12 hours per week on average with potential for review and expansion)
Reports To:	Executive Officer
Accountable To:	Ag Excellence Alliance Management Committee
Location:	South Australia - flexible, remote / home-based with some intrastate travel
Term:	Ongoing, subject to performance, continued project and sponsorship funding

About Ag Excellence Alliance

Ag Excellence Alliance (Ag Ex) South Australia's peak organisation that supports South Australian grower groups through collaboration, project delivery, capacity building, and industry engagement.

Established in 2005, Ag Ex strengthens the capacity of regional communities by connecting growers with research, innovation, industry, government and education partners. Through leadership, collaboration and project delivery, Ag Ex helps improve the productivity, profitability, sustainability and resilience of South Australian agriculture.

Grower groups are trusted innovation brokers, bringing together farmers, advisers, researchers, regional organisations, agribusiness and government to solve real problems and create new opportunities. They provide the trusted relationships, local knowledge and practical leadership that allow great ideas to move from research papers into paddocks.

Position Purpose

The Finance Officer is responsible for the financial administration, reporting, compliance, and governance requirements of Ag Excellence Alliance and its associated projects.

Working closely with the Executive Officer, project managers, and Management Committee, the Finance Officer will ensure sound financial management practices are maintained while supporting the successful delivery of organisational objectives.

Key Responsibilities

Financial Management

- Maintain accurate and timely financial records for Ag Excellence Alliance.
- Manage accounts payable and receivable.
- Process and reconcile all financial transactions.
- Prepare and lodge Business Activity Statements (BAS).
- Manage payroll and employee-related financial obligations.
- Monitor cash flow and provide advice on financial performance.
- Ensure compliance with relevant taxation, employment, and financial reporting requirements.
- Develop and maintain effective financial management systems and controls.

Financial Reporting and Governance

- Prepare quarterly financial reports for the Management Committee.
- Provide financial information and analysis to support organisational decision-making.
- Prepare annual financial statements and supporting documentation.

- Coordinate and provide information for annual audits.
- Assist the Management Committee in maintaining sound financial governance and risk management practices.
- Prepare and present the annual financial report at the Annual General Meeting.

Project Financial Support

- Assist project managers with project budgeting and financial planning.
- Monitor project expenditure against approved budgets.
- Prepare project financial reports and funding acquittals.
- Support compliance with grant funding agreements and reporting requirements.
- Assist in the development of project budgets for funding applications.

Stakeholder and Organisational Support

- Maintain effective communication with staff, contractors, committee members, and stakeholders.
- Liaise with grower groups, funding bodies, and external service providers as required.
- Attend Management Committee meetings and provide financial advice when requested.
- Represent Ag Excellence Alliance at meetings and events where appropriate.

Other Duties

- Undertake additional duties consistent with the position as directed by the Executive Officer or Management Committee.

Selection Criteria

Essential

- Demonstrated experience in financial management, bookkeeping, accounting, or a related discipline.
- Experience preparing financial reports, budgets, and reconciliations.
- Experience with payroll administration and BAS preparation.
- Proficiency in Xero accounting software.
- Competent computer skills, including Microsoft Office applications.
- Excellent organisational and time management skills.
- Strong written and verbal communication skills.
- Ability to work independently and manage competing priorities.

Desirable

- Experience working within a not-for-profit, member-based, or community organisation.
- Experience managing grant-funded projects and financial acquittals.
- Understanding of governance requirements for incorporated associations.
- Knowledge of South Australian agriculture, grower groups, and regional industries.
- Experience working with volunteer-led committees and boards.
- Current driver's licence and access to a reliable motor vehicle.

Personal Attributes

The successful applicant will demonstrate:

Integrity and professionalism.

Initiative and self-motivation.

Attention to detail and accuracy.

Strong interpersonal skills.

A collaborative and supportive approach to working with stakeholders.

Commitment to continuous improvement and best-practice financial management.

Employment Conditions

Flexible working hours are required.

Intrastate travel and occasional overnight stays may be required.

Employment is subject to ongoing project and sponsorship funding.

The successful applicant must always maintain confidentiality of organisational and financial information.

An attractive (or competitive) salary commensurate with role requirements and candidate qualities and experience will be negotiated with the successful candidate.

Travel expenses reimbursed at the approved Government rate.

Reasonable mobile phone, internet, and approved out-of-pocket expenses will be reimbursed.

Laptop computer supplied by Ag Excellence Alliance.

Performance Measures

Performance will be measured against:

Delivery of accurate and timely financial reports

Governance compliance

Successful financial support of funded projects

Stakeholder satisfaction

Contribution to organisational visibility and advocacy outcomes