



Standards and Code Advisor (Finance and Governance) Position Description

Position Title:	Standards and Code Advisor (Finance and Governance)
Team:	Effectiveness and Engagement Team (EET)
Location:	Canberra Secretariat
Employment Status:	0.6 FTE
	\$82,544- \$96,055 pro rata (depending on the skills and experience of the candidate) plus 11% superannuation. Under current taxation laws, up to \$15,900 of the base salary may be taken as a tax-free fringe benefit.
Reports to:	Standards and Code Lead
Position Classification:	Senior Officer (Grade 1-4)

Organisational Context

The Australian Council for International Development (ACFID) is the peak body for Australian non-government organisations (NGOs) involved in international development and humanitarian action. Our vision is of a world where all people are free from extreme poverty, injustice and inequality and where the earth's finite resources are managed sustainably. Our purpose is to lead and unite our members in action for a just, equitable and sustainable world.

Founded in 1965, ACFID currently has 126 members and 22 affiliates operating in more than 79 countries delivering over 2,700 international projects worth \$1.87bn. ACFID's members range between large Australian multi-sectoral organisations that are linked to international federations of NGOs, to agencies with specialised thematic expertise, and smaller community-based groups, with a mix of secular and faith-based organisations.

ACFID members must comply with the ACFID Code of Conduct, a voluntary, self-regulatory sector code of good practice that aims to improve international development and humanitarian action outcomes and increase stakeholder trust by enhancing the transparency, accountability and effectiveness of signatory organisations. Covering 9 Quality Principles, 33 Commitments and 91

compliance indicators, the Code sets good standards for program effectiveness, fundraising, governance and financial reporting. Compliance includes annual reporting and checks. The Code has an independent complaint handling process.

We value diversity in the workplace and model our commitment to the values outlined in our strategic plan. ACFID is an equal opportunity employer and does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, physical or mental disability status or national origin. Applicants will be considered based on qualifications, merit, and business need.

Team Context

The position reports to the Standards and Code Lead and is one of two Standards and Code Advisors. ACFID's Standards and Code team is part of the Effectiveness and Engagement Team (EET) and works closely within this team with the Learning and Innovation team, and the Membership and Stakeholder Engagement Lead.

EET uses a mix of standards, innovation, applied research, capturing and sharing learning and education and training to enhance its members' relevance, accountability, effectiveness and influence. EET also uses a variety of methods and tools to enhance ACFID's engagement with and accountability to its members, including supporting member-led standing committees and communities of practice, hosting an annual Conference, leading or supporting member forums, providing regular updates to members via its website and member bulletins and facilitating the secretariat's interaction with members more generally.

Purpose of the Position

The Standards and Code Advisor contributes to all aspects of the design, management and promotion of the ACFID Code of Conduct. In particular, this position is responsible for assessing ACFID members' compliance with the financial, governance and annual reporting requirements in the ACFID Code of Conduct, providing tailored advice and developing resources to support members. The position also supports the governance of the Code by the independent Code of Conduct Committee and promoting the Code to external stakeholders.

Key Areas of Responsibility

1. ACFID Code of Conduct

- Contribute to the assessment of new and existing member organisations, specifically in relation to the financial, governance and annual reporting requirements in the ACFID Code of Conduct.
- Ensure remedial actions arising from compliance assessments are followed through in a timely manner.
- In collaboration with other ACFID staff, ensure that members receive appropriate guidance, training, advice and other forms of support which enable them to enhance compliance and move towards good practice.

- Ensure that financial information from member financial reports is accurately recorded and available for use for other purposes, including member invoicing, public reporting and preparing compliance reports.
- Analyse, report on and capture lessons arising from compliance monitoring and use these to improve compliance policies, systems and procedures, and good practice with ACFID member organisations.
- Contribute to the effective operation of the Code of Conduct Committee, including but not restricted to reviewing applications for Code signatory status, investigating complaints, contributing to compliance reports and providing secretariat support for quarterly meetings.
- Support the delivery of key projects related to the ACFID Code of Conduct as part of ACFID's Strategic Plan 2020-25 and Code of Conduct Committee focus areas.

2. Engagement and Representation

- Develop and maintain relationships with external stakeholders and represent ACFID at relevant forums and meetings, including ACFID Communities of Practice.
- Promote the Code to key stakeholder groups, including but not restricted to development and humanitarian agencies, donors, DFAT, ATO, Treasury, ACNC and other regulatory agencies.
- In collaboration with other ACFID staff, contribute to the development of broader regulatory standards in relation to the Code, and to broader debates on quality and effectiveness in the development and humanitarian sector, including through the development of submissions and other papers as required.

3. Team membership

- As a member of the Effectiveness and Engagement Team, contribute to team-based planning, monitoring and evaluation processes.

Required Core Competencies

Committing to ACFID's values

We value diversity in the workplace and model our commitment to the values outlined in our strategic plan, including gender justice. We believe that these values are fundamental to achieving our vision and purpose.

Being Adaptable

We respond to new and emerging challenges in our operating environment with agility and purpose. We achieve results by demonstrating curiosity and a willingness to learn.

Working independently and collaboratively

We have the ability or potential to work within and across teams, and autonomously with minimal direction to manage priorities and achieve our outcomes.

Developing effective working relationships

We build, maintain and strengthen both internal and external relationships. We facilitate collaboration and find common ground across diverse stakeholders. We value clear communication and respectful interpersonal skills.

Exercising sound judgment and critical thinking

We seek out innovative solutions, work creatively and leverage resources to achieve results. We engage with risk and opportunities with a problem-solving approach. We make clear, transparent and principled decisions and commit to action in a timely manner.

Translating the big picture into action

We think strategically and are all responsible for implementing ideas in a practical and evidence-based manner through outcome-oriented planning and action.

Required Functional Competencies, Qualifications and Experience

1. Demonstrated skills and knowledge of auditing, financial reporting and/or other forms of compliance assessment.
2. Understanding of regulatory environment for not-for-profit organisations.
3. Demonstrated ability to develop user-orientated policies, guidelines, systems and tools.
4. Demonstrated ability to provide timely and useful advice and support to end-users.
5. Demonstrated ability to establish and maintain relationships with external stakeholders.
6. Proven highly developed organisational and time management skills, including the ability to plan, prioritise, coordinate, manage multiple tasks, manage competing demands and meet deadlines.
7. Proven communication skills, both written and verbal.
8. Proficiency in MS Office suite, including Microsoft Dynamics, Outlook and SharePoint, and Zoom.

Highly Desirable Competencies and Experience

1. A professional accounting qualification recognised by an accounting membership body.
2. Experience in developing and implementing compliance systems such as self-regulatory codes of conduct.
3. Experience in auditing, financial reporting and/or other forms of compliance assessment.
4. Experience in other aspects of organisational management (governance, risk, legal, etc.).
5. Experience working in the not-for-profit sector, preferably in the international development and humanitarian sector.

Standard Occupational Health and Safety (OHS) Responsibilities for Non-Supervisory Staff

Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.

Gender and Diversity Approach

Staff and potential staff are treated solely on the basis of their merits, abilities and potential, regardless of gender, colour, ethnicity or national origin, age, socio-economic background, disability, religious or political beliefs, family circumstances, sexual orientation or other irrelevant distinction.