

Finance and Administration Coordinator – REnew Pacific

Start Date	Immediate	Duration	Long Term
Office Location	Australia (Brisbane, Adelaide, Melbourne or Canberra)	Reports To	Senior Finance Manager

Palladium is a global development and consulting firm, part of the GSI Consulting Group, working alongside some of the world's leading project management and engineering organisations. We partner with governments, businesses, investors and communities to design and deliver complex programs that create lasting impact. With a presence across more than 90 countries, Palladium offers the opportunity to work on meaningful challenges, alongside talented colleagues, in environments where your work can truly make a difference.

Program Overview

REnew Pacific is a AU\$75M program over 4.5 years. It aims to scale and expand on the critical lessons learned in the DFAT-funded Business Partnerships Platform (BPP) pilot to support DFAT and the Australian Infrastructure Financing Facility for the Pacific (AIFFP) to address climate infrastructure mitigation, adaptation and resilience among Pacific states and help Australia be the climate infrastructure partner of choice in the Pacific.

Purpose of Position

Reporting to the Senior Finance Manager, the Finance and Administration Coordinator (FAC) will provide support to the finance, operations and administrative function of the REnew Pacific program. The FAC will ensure financial, operations and administrative systems and processes for the program are managed in line with corporate and DFAT head contract requirements This includes working closely with other members of the Operations and Portfolio Team.

Primary Responsibilities

The primary responsibilities of the FAC can broadly be described as follows:

Financial Function

- Coordinate payment preparation and approval processes to ensure timely and compliant disbursements through oversight and collaborative working relationships with the Finance and Administration Officer (FAO)
- Ensure accuracy and completeness in record keeping through oversight of payment vouchers, travel requests and expense claim acquittals

- Support the Finance and Administration Officer with the preparation of payments, travel requests, including other financial tasks to ensure the timely payment of program commitments, when required.
- Perform monthly check of reimbursable costs captured in the Program's transaction listing for accuracy and completeness of coding and charged costs, including determining cost distribution recharges from payroll for taxes, surge support, and fringe benefits for assigned project personnel.
- Oversee the cash advancement and cash acquittal register. Ensure there is no outstanding acquittal or discrepancy in acquittal.
- Continued collaboration with the Project Associate to develop efficient processes to streamline coding structures suitable for internal and external (DFAT) reporting requirements, through the effective use of internal systems
- Develop and maintain a registry of contractor/consultant values to monitor contract variations in values and scope, including remaining balances in Monday.com for management review. Ideally this register should serve the purpose of a consultant tracker for Short Term Advisors and any surge support
- Monitor and manage the financial reporting timelines for all grant recipients, ensuring the timely submission. Where exceptions to meeting timelines arise, record and inform the Senior Finance Manager to develop strategies to address any delays promptly
- Receive and conduct initial review of submitted grant recipient financial reports, liaise directly with program managers and/or grant recipient focal points to address the findings of initial review to resolve and complete and/or escalate any significant issues arising from the review to the Senior Finance Manager for addressing
- Assist the Senior Finance Manager with identifying and developing streamlined processes to ensure efficient and effective grant financial reporting to suit program reporting that meets DFAT compliance and fraud-risk mitigation requirements
- Maintain and update the process flows for grant recipient financial reporting, compilation, reviews to final completion and endorsement for compliance clearance for internal control management and audit compliance. This includes socialising the minimum requirements of financial reports in ways of working forums with grant recipients
- First point of contact for all inquiries relating to grant recipient financial reporting and other financial compliance inquiries
- Assist the Senior Finance Manager with ensuring internal controls for the effective and transparent use and management of program funds exist and are embedded in the procurement, approval and commitment of goods and services, including addressing the findings of any internal and external audits to strengthen the compliance and governance of Palladium and DFAT, through improved service delivery and documentary evidence, where applicable
- Assist the Senior Finance Manager with maintaining a data suite of relevant financial metrics to support the reporting of MEL indicators for Annual Reporting.
- Provide annual refresher training on fraud awareness and procurement policy to program personnel.

Operations Function

- Oversee the accuracy of the travel forms, travel request budget, cash advancement. Ensure it aligns with Commonwealth Procurement Rules and an audit trail.
- Prepare travel safety and security briefing documents and share this with the program personnel.
- Ensure program personnel completes mandatory safety and security forms before departure.
- Provide administrative, operations and logistical support such as preparation of travel arrangements, flights, accommodation and support procurement processes that aligned with Commonwealth Procurement Rules when needed.
- Ensure that the operations and financial records are filed and there is an audit trail with payment assessment forms, procurement assessment forms and asset register.
- Ensure locally engaged staff timesheet entries and leave forms are accurate and records are filed.
- Manage the locally engaged staff medical claims.
- Ensure program's procurement requisition forms and register are reviewed on a quarterly basis.
- Ensure program's supplier list is reviewed on a quarterly basis.
- Ensure program's asset register is reviewed on a quarterly basis.
- Other duties requested by the Operations Team.

Relationships, Communication & Development

- Develop and maintain client and stakeholder relationships across your assignments and maintain professional, respectful and effective relationships with your colleagues.
- Seek support from line manager and the Operations Team when there is ambiguity.
- Self-evaluate quality of work, thrive on continuous improvement, encourage and value feedback from others and develop skills in providing balanced feedback to others.
- Encourage a respectful work environment through applying effective conflict resolution techniques and unbiased motivational support in order to settle differences in a positive and constructive manner.

Other

- Other tasks as reasonably requested by the Senior Finance Manager and other members of the Operations Team.
- Travel locally and internationally, as required.
- Advocate for Australian development priorities.
- Foster equality, diversity and inclusion, drawing on capabilities from within the country/region wherever possible
- Comply with, and advocate for, DFAT's policies in all aspects of implementation, including gender, disability, fraud and anti-corruption, PSEAH, child protection and environmental and social safeguards. This includes incorporating policy principles into planning and everyday work, promoting

process improvements, and reporting concerns to your Line Manager or Palladium's Integrity Hotline (details on Palladium website).

- Operate with high levels of integrity, consistent with the intent of DFAT's Ethics, Integrity and Professional Standards Policy Manual.

Reporting Requirements

This role reports to the Senior Finance Manager. The FAC will also support the Operations Lead - Deputy Team and Portfolio Managers. Other reporting requirements may include but are not limited to:

- Attendance at team meetings, other requested meetings and regional meetings (e.g. townhalls).
- Regular (minimum of monthly) one to one meetings with your line manager on the status of personal Key Result Areas (KRAs), career development discussions and any other matters.
- Reporting to the Operations Lead - Deputy Team Leader during Senior Finance Manager absences

Qualifications and Experience Required

Qualifications

- Tertiary qualifications in a relevant discipline such as Finance or Business.

Skills and Experience

- Minimum 5 years of relevant work experience in financial management, basic accounting and bookkeeping.
- Experience in general office administration, logistical, procurement and asset management
- Demonstrated ability to work collaboratively and maintain effective working relationships with a range of personnel from different disciplines.
- Excellent verbal and written communication skills.
- Experience working in donor-funded activities preferred.
- Experience working regionally, with knowledge of Pacific financial institutions preferred.

Personal Attributes

- Responsive and committed team member with the ability to work confidently under pressure
- Excellent attention to detail
- A professional commitment to principles of gender equality and social inclusion, safeguards and anticorruption

Core Capabilities

Palladium's [Core Capability Framework for APAC Projects](#) outlines the standard of performance and behaviours expected at each level within the organisation. It also provides a benchmark for assessing areas of potential strength as well as the identification of potential skill gaps or areas for development and improvement.

The Capability Framework forms the basis of how we recruit, how we lead and the behaviours we exhibit, how we manage performance excellence and develop our future workforce.

Our capabilities link to a number of other processes, policies and guidelines including:

- Performance management/ performance excellence - setting and maintaining standards and helping employees excel and develop
- Career Pathways including our Career Progression Framework
- Organisational design – identifying any skills gaps, outlining job roles and responsibilities
- Development, growth, learning, and training
- Sustainable business – going beyond compliance to ensure sustainable and ethical considerations are woven throughout everything we do. This aligns equity, diversity and inclusion; safeguarding; and environmental objectives