



Finance Assistant

Position Information Pack

WHO IS NTA?

The NTA is an Australian not-for-profit NGO committed to supporting projects in the Indonesian province of Nusa Tenggara Timur (NTT) located immediately to the north of Australia. Nusa Tenggara Timur is the poorest region in Indonesia, and one of the poorest in the world. It encompasses the western part of Timor island as well as Flores, Sumba and other smaller nearby islands.

The NTA collaborates with local NGOs, and engages the community by co-ordinating a consensus (musyawarah) process where local people identify the most essential projects. This means that the people affected by the development have ownership of the processes, which are then overseen and regularly monitored by NTA staff. The NTA supports around 150 to 200 small activities at any given time, and these are aimed at meeting the basic needs of the communities in the following areas:

- **small scale infrastructure** (local roads, fencing, toilets, water tanks, wells, school buildings)
- **educational resources** (books, equipment, improvements to buildings, teacher training); and
- **resources and technical assistance** to foster income-earning activities mainly in agriculture, livestock management and marine activities including the introduction of new technologies.

In Australia, NTA is run almost entirely by volunteers, which means over 90% of our funds raised go directly to the field. As such, we are always in need of motivated and dedicated volunteers for everything from events, fundraising and promotions, to accounting and administration, and more.

OUR ACHIEVEMENTS

In the 2009-10 financial year, we provided:

- resources, training and scholarships for 62 schools, enabling 5890 primary and secondary students to get an education
- 72 ferro-cement water tanks (15000 L) to villages highly vulnerable to the dry season, allowing a continued supply of clean water
- equipment for 180 vegetable farmers, enabling them to support their families and communities with a steady source of income
- further assistance to thousands more of Indonesia's poorest (view our website for more information: www.nta.org.au)

POSITION DESCRIPTION

Finance Assistant	Canberra, ACT
Job Outline	The Finance Assistant will take direction from the Treasurer and the Finance Committee. Duties will focus on supporting the Treasurer in the management and monitoring of NTA finances, including income sources (long-term and once-off fundraising, AusAID funds) and expenditure in the field.
Key Targets	<ul style="list-style-type: none"> • Availability of up-to-date finance reports and information for committee and board access
Characteristics and skills required	<ul style="list-style-type: none"> • Moderate understanding of NGO financial systems and requirements • Excellent organisation and management skills
What you get out of it	This role will provide a thorough understanding of charity financial operations and management. The Finance Assistant will gain experience and knowledge on how to manage charity finances while supporting poverty alleviation in East Indonesia.
Time commitment	5 – 10 hours per week
Reports to	Treasurer, and Chair of the Finance Committee

TO APPLY

All applicants are required to submit;

- A current CV of no more than 4 pages
- 2 referees (written or provided)
- A cover letter of no more than 2 pages, outlining the applicant's characteristics and skills.

For additional information, or to submit your application, contact Chris Delforce:

chris.delforce@nta.org.au

Applications close 5pm Friday March 25th 2011. All applications must be received in full by this time.

All applicants will be notified of their progress shortly following the close of applications. Shortlisted applicants will be expected to be available for interviews during the week following the close of applications, and the successful candidate would be expected to be available to begin training and induction shortly after.