

FINANCE ASSISTANT

If you are interested in empowering your people across ASEAN and Australia and you are currently pursuing a degree or a career (or both!) in accounting or finance, then we are looking for you!

What?

ASEAN-Australia Strategic Youth Partnership (AASYP) Finance Portfolio has been expanding its operations and requires day-to-day accounting and finance assistance, including:

- Performing day-to-day accounts management in the account software (Reckon) including receipting and billing
- Performing bank reconciliations on the monthly basis
- Being in close touch with other portfolios regarding their income and expenditure
- Assisting with procurement process within organisation
- Assisting with preparing monthly financial reports for the Board of Directors
- Providing help with the day-to-day administrative tasks on ad-hoc basis to the finance portfolio and finance committee

Who?

We are looking for a person with a passion for some numbers and who is interested in pursuing a career-oriented volunteering opportunity. More specifically you would:

- Reside in ASEAN country or Australia
- Be agile and ready to work with uncertainty
- Have well developed communication skills
- Able to learn independently
- You should have good time management and organisational skills
- You are pursuing or achieved a degree in accounting and/or finance
- Beneficial if you have some knowledge of accounting systems and how they work. If not, we will teach you. We are currently using Reckon One , so if you know how it works don't be shy to mention it in your resume
- Also, tell us if you have worked in the non-for-profit organization before and what was your motivation to

What to expect?

- Reporting to the CFO and Finance Committee of AASYP
- All work is on the voluntary basis
- Working with individuals from all over ASEAN and Australia
- Being part of the fast paced and innovative business environment
- Have a wide range of tasks that would broaden your horizons and experiences



- Working flexible hours which can be fitted around your study/work schedule
- Ability to attend AASYP internal workshops and social events designed for the volunteers

When?

Please send a CV and 1 page cover letter explaining why you're interested in this role by 5th of September 11.59PM (AEST). Shortly after that we will notify the candidates for the interviews.

How?

Send your applications to **receipts@aasyp.org**