

Finance and Administration Manager

Join a leading not-for-profit organisation promoting French language and culture in Australia.

The Alliance Française de Sydney (AFS) is an independent, not-for-profit organisation dedicated to fostering Franco-Australian cultural exchange. With 130 years of experience, AFS offers a wide range of French language courses, cultural events, and services for all ages and levels. As one of 829 Alliances Françaises worldwide, AFS is the most prestigious French language school in Sydney, with a growing influence and income exceeding \$3.3 million in 2023.

AFS is dedicated to fostering a healthy work-life balance for its employees and is excited to offer a new opportunity for a Finance and Administration Officer to join our energetic and results-focused team of nearly 50 staff members (11 permanent and 35-40 casuals).

Key Responsibilities:

- General accounting tasks (ledger maintenance, transaction processing, budget preparation, GST reporting, tax obligations)
- Financial reporting (quarterly financial statements, BAS, and annual audit preparation)
- Administrative duties (managing office needs, liaising with contractors and suppliers)
- Human resources with support of an external HR provider (payroll, superannuation, staff records)
- Compliance with support of an external provider (ensuring insurance coverage, Award regulation compliance)

Requirements:

- 3-5 years' experience in a similar role within a fast-paced environment
- Proficiency with XERO software
- Australian citizenship or permanent residency
- Strong communication skills, attention to detail, and ability to thrive in a collaborative team environment

Key Details:

- Salary: Commensurate with experience
- Full-time (some part-time considered)
- Location: Sydney CBD (Town Hall)
- Work with a leading Australian not-for-profit in education and cultural promotion

To apply, please send your resume to director@afsydney.com.au.