

EVERY BREATH IS

A CHANCE AT LIFE

Work with us

SENIOR ACCOUNTANT (GLOBAL TEAM)

About Us

FREO2 Foundation (FREO2) is a global non-profit committed to reducing child mortality from respiratory failure in low-resource settings. Respiratory failure claims the lives of over 1.6 million children under the age of five every year. This includes fatalities from pneumonia, birth asphyxia and preterm births. Despite the preventable nature of these deaths, children residing in low-resource settings face significant barriers to accessing life-saving treatment.

At FREO2, we offer Oxygen as a Service (O2aaS) — a reliable, affordable, and accessible solution. O2aaS comprises innovative products ensuring an uninterrupted oxygen supply, clinical training for timely diagnosis and treatment, and technical training for sustainable maintenance and support.

Partnering with remote healthcare facilities in under-resourced communities, we ensure that oxygen reaches areas where its impact is most valued — a concept we term Maximising Oxygen Miles (MOM).

About the Role

As a Senior Accountant at FREO2, you will be an integral part of our Global Team, focusing on the financial operations within Australia. Working closely with the CFO and CEO, your role will involve a variety of financial responsibilities, such as managing project expenses, reconciliation, and collaborating with stakeholders.

Key Responsibilities

As the Senior Accountant, your key focus areas will be:

1. Financial Management:

- Handle project expenses, invoicing, billing, reimbursement, and bank reconciliation using Xero.
- Support the Finance Manager to prepare invoices for partners and funders, ensuring accurate tracking of expenses.
- Review asset procurement in alignment with proposed budgets.
- Oversee day-to-day financial operations, including accounts receivable, payroll, and general ledger activities.
- Utilise Xero for month-end processes and implement efficiencies in financial systems.
- Arrange payments for PAYG and Superannuation.

2. Planning and Budgeting:

- Assist in developing and implementing financial strategies, budgets, and forecasts.
- Collaborate with country leads to establish financial targets and monitor budget performance.
- Assist in overseeing cash requirements and contribute to the global cash budget for management review.
- Identify opportunities for cost savings and efficiency improvements.

3. Compliance and Reporting:

- Ensure accuracy and integrity in the accounts payable process.
- Contribute to the preparation of accurate and timely financial statements, adhering to accounting standards and regulatory requirements.
- Prepare and submit monthly IAS and quarterly BAS to the Australian Tax Office (ATO).
- Provide support with documents for external auditors and address queries.

What You Bring

- Bachelor's or advanced degree in accounting, finance, economics, or business management.
- 3+ years of professional experience, with a preference for experience in financial operations.
- Proven skills in managing project expenses, invoicing, billing, and overseeing cash budgets.
- Proficiency in using Xero for financial management and reconciliation.
- Understanding of accounts payable, payroll processing, and procurement processes.
- Bonus: Previous experience in managing financial aspects of projects or programs.

Benefits

- Join a purpose-driven global team dedicated to saving lives in low-resource settings.
- A predominantly remote role, with the opportunity to work from our Head Office in Melbourne and flexible working arrangements.
- Opportunity for professional growth and development as well as shaping the future of FREQ2 in this new and exciting role.

Are You Interested?

- Send your cover letter and an up-to-date Curriculum Vitae to people@frepo2.org (subject line must include the reference: *Application – Senior Accountant - Global*)
- Applications close on 22 March 2024, only shortlisted candidates will be contacted.

Employment Basis: Part time, 3-4 days per week (Flexible arrangements but must be able to work from our Melbourne Office when required).

Location: Melbourne, Australia.

[View the full job description here.](#)

**Join us in making life-saving medical oxygen
accessible, reliable, and affordable!**