

Financial Accountant Volunteer

Reports to: Head of Finance

Location: Hybrid (Majority remote/WFH, with occasional in-person meetings required in Melbourne CBD)

Type: Volunteer, approx. 2-3hrs per week (with the option to attend/volunteer on event days 1-2x a year also)

Role Overview

The Financial Accountant plays a critical role in maintaining the financial integrity, accountability and sustainability of TEDxMelbourne. Working closely with the Head of Finance, you will oversee day-to-day financial operations, manage compliance requirements, support budgeting and forecasting, and provide accurate, timely financial reporting including submitting BAS returns and any other regulatory requirements.

Key Responsibilities

Financial Operations & Reporting

- Manage and maintain accurate financial records using Xero.
- Support the Head of Finance with budgeting, forecasting and cash-flow management particularly for events
- Reconcile accounts, monitor expenditure and ensure financial data integrity.

Compliance & Governance

- Prepare and lodge quarterly BAS returns in compliance with ATO requirements.
- Ensure adherence to all applicable financial policies, accounting standards and legal obligations.
- Assist with audit preparation, grant acquittals and other compliance activities as required.
- Liaise with ASIC and any other financial institutions as necessary to ensure compliance.

People Management

- Supervise and support one direct report, ensuring clear task delegation
- Foster a positive, collaborative and learning-focused team culture.

Process Improvement

- Identify opportunities to streamline financial processes and enhance efficiency.
- Implement best-practice accounting procedures and tools where appropriate.

Skills & Experience Required

- Chartered Accountant (CA) qualification (mandatory).
- Proven experience as a Financial Accountant or similar role.
- Hands-on experience with Xero (mandatory).
- Demonstrated ability to prepare and submit quarterly BAS returns.
- Experience managing or mentoring team members.
- Strong attention to detail, with excellent analytical, problem-solving and organisational skills.
- Ability to clearly and simply communicate accounting concepts to the Head of Finance and/or others.
- Alignment with TEDxMelbourne's mission & values; comfort working in a collaborative volunteer environment.

Why join us?

- The opportunity to contribute your expertise to an influential, globally recognised organisation.
- A supportive, values-driven community that celebrates creativity, innovation, meaningful conversations and impact.
- The chance to help shape the financial backbone of TEDxMelbourne's events and initiatives.
- Entry and backstage pass to all TEDxMelbourne events

About TEDxMelbourne

TEDxMelbourne is part of the global TEDx community, dedicated to showcasing “ideas worth spreading.” We are a dynamic, purpose-driven organisation that brings together volunteers, thought leaders, creators and community members to deliver high-impact events and initiatives. Our team thrives on creativity, collaboration and a shared commitment to making meaningful change.