



REVEALING HOPE
RESTORING LIFE

Role Title & Details

Role Title: Accountant

Team / Capacity: DART Field Team

Reports To: Team Leader

Location: Field-Based

Employment Type: Mission Assignment

Date Prepared: 25/04/2026

Role Identity Statement

This role exists to manage all financial matters during the DART mission, ensuring responsible stewardship, accurate financial reporting, and accountability for all mission funds. The Accountant supports the Team Leader by maintaining clear financial documentation, managing cash flow, and ensuring all financial processes are conducted safely, transparently, and in alignment with organisational policies and field requirements.

Purpose of the Role

To ensure that all mission finances are handled securely, transparently, and accurately throughout the deployment, supporting effective disaster response operations and strong financial accountability.

Primary Contributions

- Well-managed mission cash flow and payments
 - Accurate and current financial records
 - Organised receipts and supporting documentation
 - Strong financial accountability for the Team Leader and Lead Agency
 - Reliable financial reporting and compliance in the field
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Key Responsibilities

1. Mission Cash Management

- Take cash into the DART mission and coordinate additional cash requirements through the Lead Agency
 - Ensure all funds are properly declared at customs during departure, arrival, or transit
 - Establish and maintain secure storage for all mission funds, ideally using a lockable safe
 - Ensure sufficient local currency is available for operational needs in the disaster area
 - Monitor cash flow and maintain adequate liquidity for field operations
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2. Financial Administration

- Handle all financial matters including payments, documentation, receipt collection, and expense tracking
 - Document all income and expenditure accurately and consistently
 - Maintain regular and accurate entries in the accounting system or accounting tool
 - Complete daily cash count reports and reconcile balances
 - Ensure all financial documentation is organised and readily accessible
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3. Team Leader Support & Compliance

- Support and advise the Team Leader regarding financial matters and documentation requirements
 - Maintain up-to-date financial records and organised receipt systems
 - Provide documentation and financial clarification when requested by the Team Leader or Lead Agency
 - Assist with financial accountability and reporting requirements during and after deployment
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4. Coordination & External Engagement

- Liaise with local authorities, banking agencies, suppliers, and relevant local contacts where required
 - Support operational purchasing and financial coordination in the field
 - Ensure no payments or financial commitments are made without approval from the Team Leader
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Leadership Framework Expression

Heart of the Leader: CHARACTER (Heart)

Actively growing in your love for God by:

- Demonstrating integrity and faithfulness in stewardship
- Serving the team with humility and accountability
- Remaining dependable and trustworthy under pressure

Expressing God's love for others by:

- a) Supporting the team through responsible financial management
- b) Acting with honesty and transparency in all dealings
- c) Respecting local cultures and working collaboratively with local contacts

Coach – Supports the team through organised financial systems and guidance

Direction Setter – Maintains clarity and accountability in financial processes

Change Agent – Adapts to challenging field conditions and changing operational needs

Spokesperson – Represents the organisation professionally in financial and administrative interactions

Measures of Fruitfulness

- Accurate and timely financial reporting
 - Well-organised receipts and supporting documentation
 - Effective stewardship and accountability of mission funds
 - Smooth financial operations supporting field activities
 - Compliance with organisational and customs requirements
 - Strong support provided to the Team Leader and mission operations
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Requirements for the Role

Schooling / Knowledge / Experience

- Strong communication skills
 - Experience with banking, bookkeeping, or accounting is an asset
 - Office administration and organisational skills
 - Ability to maintain accurate records and financial systems
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Supplied by GAIN

- Knowledge of the work of GAIN/ Power To Change Australia
 - DART training
 - Field trip experience
 - Internship opportunities
 - Ongoing refresher training
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Other Requirements

- English language ability (spoken and written); additional languages are beneficial
 - Ability to work under pressure and in challenging environments
 - Good physical health
 - Psychological stability and resilience
 - Flexibility and short-term availability
 - Strong teamwork capacity
 - Willingness to fulfil duties faithfully and professionally
 - Readiness to deploy to disaster areas for at least 3 weeks; ideally 4 weeks to 3 months
 - Stable and supportive personal environment
 - Intercultural competence and adaptability
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Nature of the Appointment

- Field-based disaster response assignment
 - Requires deployment to disaster-affected regions
 - Physically, emotionally, and operationally demanding role
 - Requires flexibility, resilience, and accountability in dynamic environments
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Review Rhythm

Performance will be reviewed following deployments, including debriefing with the Team Leader and Lead Agency to support accountability, learning, and continuous improvement.