

## **POSITION DESCRIPTION**

### **GENERAL SECRETARIAT**

POSITION TITLE	: Financial Accountant
REMUNERATION SCALE	: Grade 5
REPORTS TO	: Financial Controller
FULL TIME EQUIVALENT	: 1.00 FTE Ongoing
HOURS PER WEEK	: Thirty-seven and one half (37.5)
LOCATION	: Braddon, Australian Capital Territory
AUTHORISED BY	: General Secretary
DATE	: 4 March 2020

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### **Primary Objectives**

The Financial Accountant's primary objective is to assist the Financial Controller in managing the finances of the Australian Catholic Bishops Conference (the Conference). The Financial Accountant is responsible for the preparation of accurate and timely accounting reporting deliverables, including ensuring that the accounts of the Conference are kept in a thorough and professional manner which is compliant with applicable legislation and with Conference policies.

### **Major Accountabilities**

Maintain financial systems and processes to ensure integrity of financial data and the quality and timeliness of internal financial and statutory reporting.

Provide accurate and timely monthly, annual and long-term management reports for the Conference and its agencies.

Manage the day-to-day processing of transactions and ensure that they meet AASB Australian Accounting Standards.

Administer the accounts receivable and accounts payable systems. Accounts receivable incorporates invoicing, sending monthly statements, collection follow-up and reconciliations. Accounts payable primarily incorporates data entry.

Develop and implement policies and procedures to ensure that the financial functions of the Conference are managed effectively.

Maintain oversight of the Conference's cash and administer cash investment programmes within defined policies and procedures to maximise return on investments.

Administer the fixed asset register and monthly depreciation.

Assist in the provision of accounting, taxation and administrative support to the Conference, General Secretariat and certain commissions/agencies of the Conference.

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Carry out accounting tasks, as directed, for the Permanent Committee and Finance Council.

Maintain the Lease Register.

Foster relationships with Commissions, agencies and ministries such that they are collaborative and supportive of Conference financial guidelines and requirements.

### **Organisational Environment**

The General Secretariat is mandated by the Australian Catholic Bishops Conference to provide executive support to the Permanent Committee, as well as provide back office services to small to medium size Conference agencies and provide a coordination role of agency activities on behalf of Bishops Commissions.

The Chief Operating Officer is responsible for the executive support of the Permanent Committee, as well as the provision of back office administrative and financial services to the General Secretariat and other small to medium size Conference agencies.

The Financial Controller is responsible for the provision of high-level financial services to the Conference and its agencies.

The Financial Accountant is accountable to the Financial Controller for the efficiency of the accounting function.

### **Risk and Work Health and Safety**

Observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific or related to safety.

Comply with the Conference's corporate work health and safety practices.

Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

Participate in the consultative processes provided by the organisation.

### **Safeguarding**

To the extent that it applies to this position:

Comply with best practice for safeguarding of children and vulnerable people in accordance with established laws, standards and organisation procedures.

Promote and implement safeguarding training (including induction and ongoing training), safeguarding practices and record-keeping within the agency.

### **Key Communications**

Effective communication with stakeholders is a key requirement for the role.

Financial Controller: for direction on day-to-day operations

Agency Heads: to ensure financial services are being delivered efficiently on a day-to-day basis

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External organisations: to ensure investments and services are delivered in an efficient and timely manner

Suppliers and debtors: to ensure day-to-day processing of accounts.

Facilities and Maintenance Manager: Ensure that the fixed asset register is maintained.

### **Accountability (Independence and Influence)**

The Financial Accountant will make all decisions that fall within established policies and procedures.

The Financial Accountant will consult with the Financial Controller before making decisions that relate to the key accountabilities of this position, but that fall outside established policies and procedures.

The Financial Accountant will refer all decisions to the Financial Controller that are beyond the scope of the position.

### **Job Environment**

The Financial Accountant works within defined processes and standard procedures which are defined by professional standards and legislative compliance requirements.

### **Reasoning**

The Financial Accountant works within clear rules and precedent and policy guides the course of action. There is some scope for analysis of alternatives in decision-making.

### **Challenges**

The Financial Accountant will require excellent time management and organisational skills to provide financial services in a timely manner.

### **Knowledge, Skills and Experience**

Highly desirable to hold a tertiary qualification in accounting, business or a related discipline.

A minimum of 3 to 5 years' experience as a Chartered Accountant and in financial reporting.

Highly desirable to hold Chartered Accountant or CPA with current membership of a relevant professional association.

Strong understanding of and ability to apply current AASB Accounting Standards.

High level skills in financial analysis and modelling and an ability to analyse data, identify trends and apply remedial strategies to prevent or correct adverse trends.

Solid knowledge and skills in the use of contemporary accounting applications.

Demonstrated ability to work within a defined budget.

Strong attention to detail and numerical accuracy.

Demonstrated ability to work in a small team with minimal supervision.

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An understanding of and willingness to work within the mission and identity of the Catholic Church.

Current Drivers Licence.

### **Employment Screening**

A satisfactory Criminal History Check is a pre-requisite for this position.

### **Position Impact**

The Financial Accountant does not supervise other staff positions. The Financial Accountant does not control a budget but does have the opportunity to contribute to group procurement, cost savings and synergies.