

## ASSISTANT ACCOUNTANT (Full time)

### Position Description

<p><b>Team:</b> Business and Finance</p>	<p><b>Location:</b> CMS NSW &amp; ACT Office Level 5, 51 Drutt Street, Sydney 2000</p>
<p><b>Reports to:</b> Financial Controller CMS NSW &amp; ACT</p>	<p><b>Review Dates:</b> 3-month probation period 12-month annual review</p>
<p><b>CMS Vision and Purpose:</b> <b>Our Vision:</b> A world that knows Jesus <b>Our Purpose:</b> We work with churches to set apart godly people as long-term cross-cultural gospel workers.</p>	<p><b>CMS Mission:</b> As we seek to see a world that knows Jesus, the mission of CMS is:</p> <ul style="list-style-type: none"> <li>• To reach gospel-poor peoples for Christ</li> <li>• To equip Christian leaders for church and society</li> <li>• To engage churches in cross-cultural mission</li> </ul>
<p><b>Primary Objectives of Position:</b></p> <ul style="list-style-type: none"> <li>• To provide day to day processing of financial transactions and required reconciliations</li> <li>• To undertake various compliance tasks</li> <li>• To provide assistance as required in other finance tasks</li> </ul>	<p><b>Position Purpose:</b></p> <p>To ensure financial transactions of CMS NSW &amp; ACT are processed in an accurate and timely manner.</p> <p>To ensure appropriate financial records of CMS NSW &amp; ACT are maintained.</p> <p>To assist the Finance Team in providing accounting support to other CMS branches as needed.</p>

KEY ACCOUNTABILITIES	
Key Performance Area	Expected Outcomes
1. Day to day processing of financial transactions	1.1 Supplier invoices are processed accurately in Xero with all payments being made on time 1.2 Missionary expenses are processed accurately in Xero with all payments being made within one week of the lodgement of claims 1.3 Staff expense claims are processed accurately in Xero with all payments being made within one week of the lodgement of claims 1.4 Staff credit card transactions are processed accurately and within an agreed time frame 1.5 Accurate and timely invoices are prepared for customers as needed 1.6 Invoices for CMS-A of all claimable expenses are prepared and lodged with CMS-A on a timely basis 1.7 Event registrations are processed in an accurate and timely manner 1.8 Conference Centre transactions are recorded and processed in a timely manner 1.9 Accounting systems and integrated software applications (Xero, ApprovalMax, Calxa, PlanMyLeave, VenueLife, various payment gateways, etc.) are managed effectively and efficiently 1.10 Review and approval processes for financial transactions (bills, sales invoices, refunds, payment files, etc.) result in accurate recording of transactions 1.11 Donations and other income are correctly imported into and/or recorded in Xero on a daily basis 1.12 An accurate Fixed Assets Register is maintained
2. Performing regular reconciliations	2.1 Daily reconciliations of all main bank accounts (identifying and correcting all errors) are completed in a timely manner 2.2 Reconciliations of all staff credit card transactions (identifying and correcting all errors) are completed in a timely manner 2.3 Weekly reconciliations of Xero and missionForce (identifying and correcting all errors) are completed in a timely manner 2.4 Monthly reconciliations of balance sheet accounts (identifying and correcting all errors) are completed in a timely manner 2.5 Weekly reconciliations of EziDebit and OFX accounts (identifying and correcting all errors) are completed in a timely manner 2.6 Weekly reconciliation of invoices between Xero and VenueLife (identifying and correcting all errors) is completed in a timely manner 2.7 Appropriate systems are maintained to enable control of expenditure and timely recording of all income 2.8 All bank balances and cashflow are managed effectively to ensure sufficient funds are available for the payment of all debts as and when they fall due

<p>3. Undertaking various financial and statutory compliance tasks</p>	<p>3.1 Monthly Business Activity Statements are prepared accurately so that the necessary payment can be processed on or before the 21<sup>st</sup> day of the month</p> <p>3.2 Annual franking credit claims are lodged in a timely manner</p> <p>3.3 Fringe benefits tax returns are prepared where needed in a timely manner</p> <p>3.4 Listings of all Minister’s Expense Account (MEA) transactions are reconciled and distributed to relevant staff by 14<sup>th</sup> day of the month</p>
<p>4. Provide general administrative assistance to the Finance team</p>	<p>4.1 Accounts and finance email inboxes are monitored on a daily basis with all matters responded to in a timely manner</p> <p>4.2 Finance enquiries from supporters are attended to accurately and within a predetermined time frame</p> <p>4.3 Incoming finance mail is distributed to the appropriate person and dealt with where appropriate in a timely manner</p> <p>4.4 Petty cash is reconciled as needed in an accurate and timely manner</p> <p>4.5 Legacy register is accurately maintained and all associated correspondence is dealt with in a timely manner</p> <p>4.6 Communication with suppliers and supporters (where required) is timely, accurate and professional</p> <p>4.7 CMS fleet cars are effectively managed (including rego, insurance, e-tags and e-Toll account, fuel payments, etc.)</p> <p>4.8 Operational matters are effectively managed, including offsite storage of financial records, parking levy exemptions, stamp duty exemptions, surveys, etc.</p> <p>4.9 Assigned Summer School duties (both in preparation throughout the year and during the Summer School week) are performed as needed (which may include cash management and banking functions and assisting with onsite registrations)</p>
<p>5. Provide assistance as required in other finance tasks</p>	<p>5.1 Requests for assistance from the Finance Team and the Business and Finance Director are responded to in a timely manner, undertaking required tasks accurately and within a predetermined time frame</p>

<p><b>ESSENTIAL VALUES, SKILLS &amp; QUALIFICATIONS</b></p>
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A growing Christian who is committed to the vision and ethos of CMS NSW &amp; ACT</li> <li>• Collaborative, team-oriented attitude</li> <li>• Accounting skills and experience appropriate to the role</li> <li>• Competent in the use of Xero</li> <li>• Willingness to learn new systems</li> <li>• Good interpersonal skills</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Several years experience in a finance role, preferably in the not-for-profit sector</li> </ul>

- Ability to work well both independently and as part of a team
- Ability to act proactively and with initiative
- Competent in the use of Microsoft Office 365 product suite, esp. Excel
- Competent in the use of Salesforce or similar database platform
- Competent in the use of VenueLife
- Past interaction with CMS or other similar mission organisation

**Abilities:**

- Strong communication skills, both written and verbal
- Sound understanding of accounting software including general ledger and database systems
- Analytical thinker
- Attention to detail

**Qualifications:**

- Accounts payable experience
- Undergraduate accounting qualification or working towards this preferred

**SAFE MINISTRY REQUIREMENTS**

CMS NSW & ACT has zero tolerance for child abuse and therefore, to ensure the safety of children and vulnerable people, including those from indigenous, cultural and/or linguistically diverse backgrounds, and/or with a disability, employment in this position is conditional on the person:

- Complying with the NSW Commission for Children and Young People Act 1998 (NSW) and clearance issued through the NSW Government Office of the Children's Guardian (Working With Children Check)
- Satisfying a Police Check
- Verified completion of Safe Ministry Training (or equivalent)
- Consenting to undergo a Professional Standards Network Check
- Agreeing to abide by the CMS Code of Conduct

**WORKPLACE HEALTH & SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY**

As a worker at CMS NSW & ACT you must:

- Take reasonable care for your own health and safety
- Take reasonable care for the health and safety of others
- Comply with any reasonable instructions, policies and procedures given by CMS in the workplace.

You have a responsibility to comply with Equal Employment Opportunity legislation and the associated CMS NSW & ACT and Fellowship policies and procedures.

DECLARATION	OCCUPANT	EXECUTIVE DIRECTOR
I understand and accept the responsibilities as outlined.	<p>Name:</p> <p>Signature:</p> <p>Date:</p>	<p>Name:</p> <p>JOHN LOVELL</p> <p>Signature:</p> <p>Date:</p>