

POSITION DESCRIPTION

Position Title: Finance Officer
Department: Operations
Load: Part-time flexible (10-15 hrs/wk)
Location: 47 Jennifer Street, Seventeen Mile Rocks QLD 4073

Position Overview

The Finance Officer is responsible for preparing, processing and maintaining all financial documentation for cash flow and accounting records. This role is integral to the smooth and efficient running of the church's financial affairs and to its compliance with various statutory, financial and legal requirements.

The Finance Officer has authority to carry out a range of functions under the broad direction of the Church Administrator*. Providing the functions are carried out according to the priorities set by the Church Administrator*, conduct of day-to-day activities are under the authority of the Finance Officer and should be consistent with church policies.

The Finance Officer will:

1. Provide comprehensive bookkeeping services including accounts payable and receivable, transaction management, data entry, account reconciliation, budget reporting and preparation of statements and reports to the Church Administrator*.
2. Provide payroll administration including preparation of salary payments, superannuation payments, Tax Office remittances, and preparation of PAYG payment summaries for staff and ATO reporting.
3. Provide cash management including preparation and management of cash floats for church events and activities.
4. Prepare reports for the Church Administrator* as required.

* Any reference to the Church Administrator means the Church Administrator or their designated equivalent.

Key Relationships & Accountability

Reports To:	Church Administrator
Direct Reports:	0
Key Interaction:	Operations Manager, All Staff

Key Result Areas	Outcomes
1. Strategic Planning and Implementation	(a) Work with the Church Administrator* to ensure ongoing alignment of ministries with the vision as it pertains to Support Services (finance). (b) Work with the Church Administrator* (SLT and delegated authority) to identify, develop and execute finance strategies to achieve the ministry plan outcomes as they pertain to all ministry areas.

2. Process Management & Improvement	<p>(a) Ensure procedures are in place for appropriate financial management including contact management, payment schedules and regular administration tasks.</p> <p>(b) Maintain clean and up to date data workflows, data entry and contact lists to ensure timely and accurate records management.</p>
3. Bookkeeping	<p>(a) Manage receipts and payments and post details of transactions in Xero.</p> <p>(b) Perform bank reconciliations monthly and other banking duties.</p> <p>(c) Check credit card payments and enter into Xero.</p> <p>(d) Apply for credit cards as required, set up third party authorities and top up credit where needed.</p> <p>(e) Carry out Xero journal entries as required.</p> <p>(f) Monitor and report on GST to the ATO</p> <p>(g) Assist the Church Administrator* in producing Balance Sheets and Profit and Loss Statements.</p> <p>(h) Monthly management of ministry accounts and preparation of regular reports for ministry leaders (quarterly at a minimum).</p> <p>(i) General ledger and chart of accounts are implemented and customised in accordance with church requirements.</p> <p>(j) Assist the Church Administrator* in preparation of budgets.</p> <p>(k) Tasks and duties are performed in an accurate and timely fashion.</p>
4. Payroll	<p>(a) Ensure regular salary payments are electronically paid on time.</p> <p>(b) Keep individual employee salary and superannuation records up to date.</p> <p>(c) Ensure that monthly superannuation payments are made for all relevant staff on time.</p> <p>(d) Calculate PAYG amount for payment to the Australian Taxation Office.</p> <p>(e) Prepare PAYG Income Statements annually.</p> <p>(f) Prepare and submit year end payroll STP to Australian Taxation Office.</p> <p>(g) Assist with annual WorkCover calculations and lodgement of forms.</p>
5. Banking & Cash Management	<p>(a) Make regular bank deposits and other banking duties to maintain and minimise cash held on premises.</p> <p>(b) Monitor and maintain petty cash and regular cash floats.</p> <p>(c) Prepare special event cash floats as required.</p> <p>(d) Maintain and manage allocation of EFTPOS terminals to ministry areas as needed.</p>
6. Reporting & Audit	<p>(a) Maintain a secure record of all processed transactions for audit purposes.</p> <p>(b) Assist the Church Administrator* with the preparation of records and reports for audit purposes.</p>

Essential Competencies	
Knowledge/Experience	<ul style="list-style-type: none"> • Minimum three-year experience in a finance or bookkeeping role • Proven experience in managing tasks across multiple stakeholders • High degree of personal commitment to the delivery of high-quality work • Be a lateral thinker (out of the box) - bring new initiatives to the table • Highly organised, efficient, ability to prioritise and be assertive when needed • High level of confidentiality and discretion

Technical/Professional Skills	<ul style="list-style-type: none"> • Excellent ability to implement, use and manage an integrated accounting system (Xero) • Excellent ability to process transactions and generate accounting reports within Xero. • High degree of customer service and communication skills to foster trusted and professional relationships • Demonstrated critical thinking to solve problems and make decisions • Technical aptitude with Office 365 suite and online management platforms
Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in a finance or business-related discipline – desirable but not essential

Essential Personal Qualities	
<ul style="list-style-type: none"> • Demonstrate a personal and growing relationship with Jesus • Demonstrate a Christ-like character • Undertakes to be in full agreement with the Riverlife vision and values • Regularly attends and is a part of the life and community of Riverlife Baptist Church • Capacity to work with diverse matrix (interconnected) teams of staff and volunteers • Displays humility, being quick to point out the contributions of others emphasizing team over self and defining success collectively rather than individually (Humble) • Self-motivated and diligent, constantly thinking about the next step and the next opportunity (Hungry) • Display good judgment and intuition around the subtleties of group dynamics and the impact of their words and actions (Smart) 	

Family Core Values	
<p>We believe that all Riverlife staff must model and align with the following core values:</p> <ol style="list-style-type: none"> 1. Spirit-Led: We submit daily to the Holy Spirit as He provides us with power to declare and demonstrate Christ’s kingdom. We seek to live under His leading as our source of understanding of spiritual truth, wisdom and guidance to advance the Kingdom and do what is right (John 16:13, Romans 8:14). 2. Servant-Hearted: We humbly serve God, His church and our community through faithful dedication. We believe our empowerment for true service is intimacy with Jesus Christ through prayer, obedience to His Word, and dependence on the power of the Holy Spirit within (Matthew 20:28, Philippians 2:4). 3. Authentic: We seek to honestly journey as a faith community celebrating our strengths and aware of our imperfection. We seek to walk in integrity as honest and reliable individuals choosing to trust and forgive one another (Proverbs 11:3, Psalm 25:21, Matthew 18:15-16). 	
<p>All Riverlife employees are required to:</p> <ul style="list-style-type: none"> • Work under the authority of Christ, the Church Eldership and Senior Pastor in seeking the growth and development of Riverlife Baptist Church. • Be a good role model in all areas of personal and spiritual life, seeking to put Riverlife ahead of personal gain. • Comply with the requirements of the Working with Children’s Policy and Procedures, Workplace Health and Safety (WH&S) legislation and related WH&S procedures developed for Riverlife Baptist Church. 	

Other Duties

As directed by the Senior Pastor or Church Administrator*.

Acknowledgement

I acknowledge that I have read and understood the key result areas described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I have received a copy of this Position Description.

NAME: _____

SIGNED: _____

DATE: _____

WITNESS: _____

DATE: _____