



## POSITION DESCRIPTION

POSITION TITLE:	Assistant Accountant
SALARY SCALE:	Level 4
REPORTS TO:	Director of Finance and Operations
FULL TIME EQUIVALENT:	Full-Time (preferred)
HOURS PER WEEK:	Thirty-seven and half hours (37.5)
LOCATION:	Bendigo, Victoria
AUTHORISED BY:	Business Manager
Date	June 2023

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### Primary Objectives

The Assistant Accountant reports to the Director of Finance and Operations at the Chancery Office of the Catholic Diocese of Sandhurst (“Chancery”). The Assistant Accountant will support the Director of Finance and Operations in the running of the Finance Department of the Chancery including general ledger entry, accounts payable and receivable services, end-of-month processes and financial reporting.

### Major Accountabilities

The position holds responsibility for the following areas:

- Understand, support, and promote the Mission and Values of the Catholic Diocese of Sandhurst (“the Diocese”).
- Work with the Finance team to ensure timely and accurate processing of transactional data into the general ledger for the Chancery and other entities.
- Assist with co-ordinating end-of-month processes, analysis of information and generation of reports.
- Preparation of balance sheet reconciliations and financial reports on a monthly basis.
- Assist with budget development and forecasts.
- Completion and submission of Business Activity Statements and other ATO related returns.
- Assist the Finance team in maintaining fixed asset registers.
- Assist with accounts payable and debtors processing, including the raising of invoices and creditor/debtor liaison.
- Assist with end of year audit processes and statutory reporting for the Chancery and other entities.
- Assist with correspondence, preparation of documents, data collection and reports.
- Undertake other administration duties as directed by the Director of Finance and Operations.

### Organisational Environment

The mission of the Diocese is to proclaim the Reign of God and continue the mission of Jesus, under the direction and inspiration of the Holy Spirit. The values of peace, forgiveness, justice, love and healing which Christ lived and modelled in his own ministry are the same values of the Diocesan community. The Diocese contributes to the life and mission of the Catholic community in Australia.



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The Diocese is a child safe and equal employment opportunity employer. It has a zero- tolerance of any abuse to children; it encourages applications from Aboriginal and Torres Strait Islander peoples and people from culturally and/or linguistically diverse backgrounds.

The Diocese comprises a number of offices and bodies which have been created to further the pastoral works of the Church. Supporting the Diocese directly is the Chancery which is the central administrative office and provides numerous services including governance & oversight, finance & administration, faith education, youth ministry, archival, IT and media communications to the Diocesan community.

### **Safety of Children, Young People, and Adults at Risk.**

- Ensure compliance with the Diocese's commitment to best practice in the care and safety of children, young people, and adults at risk.
- Every person involved in the Catholic Church has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children, young people, and adults at risk is at the forefront of all they do and every decision they make.
- Understand the process for reporting allegations or concerns of possible abuse.

### **Risk and Occupational 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.
- Promote and implement occupational health and safety and risk mitigation processes within your workgroup.
- Comply with Diocesan occupational health and safety practices.
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate the risk recurring.
- Participate in the consultative processes provided by the organisation.

### **Key Communications**

Internal:

- Director of Finance and Operations
- Business Manager
- Director of Mission and Pastoral Life
- Bishop of Sandhurst
- Chancery staff
- Clergy

External:

- Parishes
- Other agencies of the Diocese
- Banking institutions
- Contractors
- Suppliers
- Volunteers

### **Accountability (independence and Influence)**

The Assistant Accountant position has established procedures and specific guidelines under which it operates. However, day-to-day tasks can vary and require flexibility together with good organisational and



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time management skills. Any decisions that fall outside the scope of the position are to be referred to the Director of Finance and Operations.

### **Job Environment**

The position of Assistant Accountant is an integral part of our finance team assisting in the efficient operation of the Finance department's core functions. The position will work within the processes and standard procedures as defined by professional standards and legislative compliance requirements. The Assistant Accountant will need to work collaboratively across departments, agencies, ministries, and parishes of the Diocese.

### **Reasoning**

- Ability to work and contribute to the Mission/Values of the Diocese.
- Ability to use his/her initiative, demonstrate reliability and thereby require minimal supervision and guidance.
- Accurate data entry ability and strong degree of computer literacy, including experience in word processing and spreadsheet use.
- Ability to exercise discretion and confidentiality in undertaking required tasks.
- Attends relevant training sessions offered by the Chancery. Recognises the necessity to continually develop skills and acquire additional knowledge appropriate to the position.
- Actively seek opportunities for further professional development.
- Participates and contributes to an environment supporting continuous quality improvement focused on customer service.

### **Challenges**

The Assistant Accountant will be challenged to:

- Adhere to deadlines (e.g., end of month reporting, processing and payment of creditors, daily banking processes).
- Attention to detail (e.g., input of transactions into financial system, grammatical accuracy of written reports); and
- Ability to multitask and prioritise workload.

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

An understanding of and willingness to work within the Catholic ethos.

A tertiary qualification in accounting, business, or a related discipline.

A minimum of 3 years' experience in general finance function.

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

Highly developed computer skills including a proficiency in MYOB, Microsoft Word, & Excel, and the ability to produce high quality letters and reports.

Excellent written, verbal communication and interpersonal skills, with a strong commitment to service.

Demonstrated commitment to developing best practice service delivery with the client as central focus.

High level of accuracy and attention to detail.

Excellent time management skills.



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Self-motivated, hard working with excellent teamwork.

**Decision Making**

The Assistant Accountant will refer all decisions that are outside established policies and procedures and beyond the scope of the position to the Director of Finance and Operations as appropriate.

**Position Impact**

The Assistant Accountant provides a broad range of finance, accounting and administration support and services that are integral to the daily financial operations of the Diocese and Chancery. The role does not have responsibility for other employees or any budget allocation.

**Criminal Screening and Working Rights**

The successful candidate **MUST** provide:

1. A current **Police Record Check** and,
2. **Evidence of their Right to Work** in this location.
3. A current **Working with Children Check** is required.

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**POSITION DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed, and fully understand the position description for the Assistant Accountant role. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any, and all conditions as described.

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_