

POSITION DESCRIPTION

Position	FINANCIAL ACCOUNTANT
Location	Congregational Administration Services, North Sydney
Reports to	Head of Finance
Direct Reports	None
Employment Type/Term	Fixed term, 12 months maternity relief
Date	November 2025

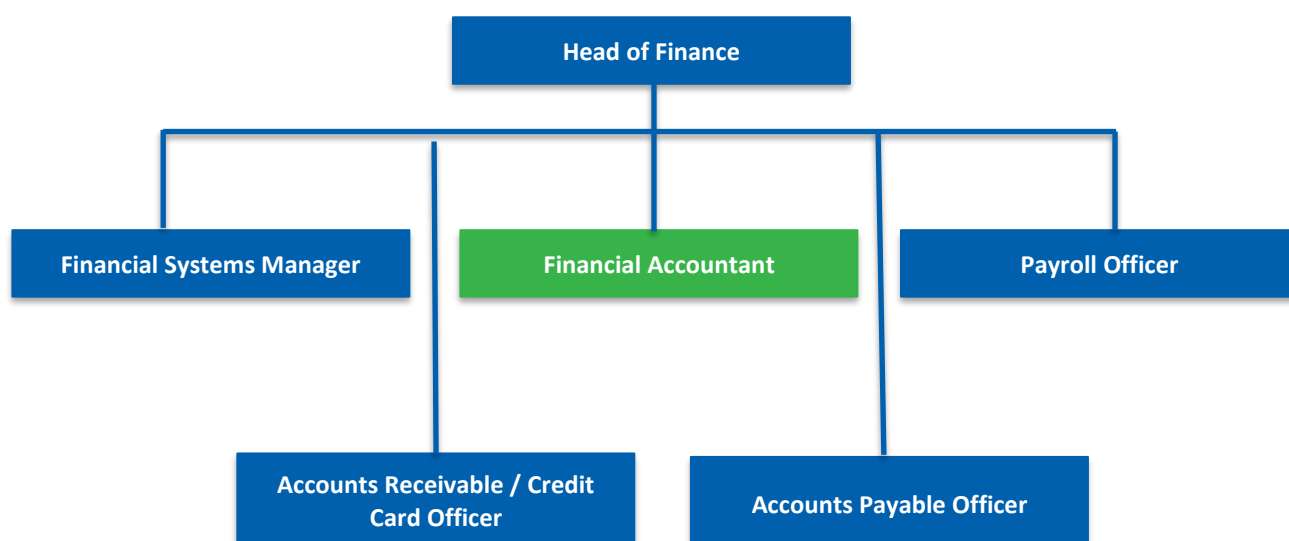
ORGANISATIONAL CONTEXT:

The Sisters of Saint Joseph of the Sacred Heart (SOSJ) continue God's mission by immersing themselves in the midst of life to empower others and bring hope. Education, in its broadest sense, remains their main work. Founded in 1866, the organisation operates as a registered charity with central offices in Sydney, Regions in Australia, New Zealand, Ireland and a presence in some other countries.

The Congregation is governed by the Congregational Leader and her Leadership Team. Each region is led by a Regional Leader supported by her Leadership Team. The Congregation's Leadership team is assisted in its administration by the Central Administration Services (CAS) Team located in North Sydney.

We value, respect and are committed to the safety of all people. We have a zero tolerance for adult and child abuse or mistreatment. All employees have a responsibility to commit to a culture of safeguarding. This includes completing safeguarding induction training and possibly ongoing safeguarding training.

ORGANISATION CHART:



BASIC ROLE PURPOSE:

The Financial Accountant is responsible for the integrity of data and ensures that all transactions are processed accurately and in a timely manner so that a quality and efficient service is provided to all stakeholders. The incumbent is responsible for month end closing and monthly financial reporting.

This role contributes to the interim and final audits, budgeting and forecasting and also assists the broader Finance team as required.

The key software programs currently in use to support the finance function are Greentree, ProMaster, MicrOpay and ConnX. We are in the process of implementing a new finance system, MYOB Acumatica, for roll out in April 2026.

The role currently has no direct reports although it will provide mentoring and financial accounting support to the Accounts Payable and Receivable/Credit Card Officers.

The Financial Accountant is expected to act in a manner consistent with the ethos and mission of the Sisters of Saint Joseph of the Sacred Heart.

KEY ROLE ACCOUNTABILITIES:

In carrying out the role, the Financial Accountant is required to meet the following key accountabilities:

1.0 Ethos and Mission

- 1.1 Uphold, through word and deed, the ethos and mission of the Congregation of the Sisters of Saint Joseph.
- 1.2 Ensure work activities are in accordance with the ethos and mission of the Sisters of Saint Joseph.
- 1.3 Demonstrate a commitment to a deepening understanding of the spirit of the Congregation of the Sisters of Saint Joseph.
- 1.4 Actively support the Sisters of Saint Joseph and their Mission.
- 1.5 Establish and maintain harmonious working relationships with colleagues and Sisters in the Congregational Administration Services team and regional offices.
- 1.6 Contribute to a climate of hospitality and welcome.

2.0 Position Responsibilities

The duties and responsibilities include but are not limited to:

2.1 Processing of transactions

- Ensure transactional processing of Accounts Receivables, Payables and Journals are carried out as required.
- Advise, implement and document best practice Accounting policies, procedures and controls in consultation with the Head of Finance and other stakeholders for transaction processing.
- Prepare fortnightly payments for the Irish Region.

2.1 Month End

- Process journals and other end of period transactions.
- Prepare monthly accounts to Trial Balance including general ledger reconciliations.
- Prepare and lodge compliance reporting obligations (e.g., BAS, FBT).
- Prepare accounting journals for investments.
- Maintain fixed asset register.

2.2 Financial reporting

- Prepare monthly management report and analysis for Australia and Ireland.
- Prepare monthly investment reports
- Assist with (and be back up for) maintaining the Chart of Accounts.
- Prepare ad hoc reports and analysis as requested.

2.3 Statutory Audit

- Prepare supporting documents, schedules and analysis requested by auditors for interim and final audit.
- Prepare annual financial statements for the Irish Region and respond to queries from the auditors in Ireland.
- Liaise with external auditors during the audit process.
- Assist the Head of Finance with completing the annual financial statements.

2.4 Forecasting and Budgeting

- Participate in the preparation of annual budget and forecasting process including liaison with regions and cost centre owners.
- Analyse budget and monthly forecast and prepare meaningful commentary to provide financial insight to Head of Finance and General Manager.

2.5 General

- Improve procedures and systems to maintain and increase efficient operations.
- Participate in the implementation of a new finance system when required including testing, training and design.
- Perform other finance duties as required, including any ad hoc tasks.
- Demonstrate professional, positive and constructive behaviours and work collaboratively as a team player within the Finance team and with staff and Sisters within the Congregation.
- Provide support, advice and training for regional finance staff ensuring consistent finance practices, processes and procedures across the Congregation.

3 Values

- 3.1 Actively contribute to team meetings.
- 3.2 Contribute to effective communication within CAS and with the regions.
- 3.3 Demonstrate loyalty to professional colleagues within the CAS and regions.
- 3.4 Maintain confidentiality of Congregational information in accordance with policy and employment contract obligations.
- 3.5 Actively demonstrate behaviours consistent with the SPIRIT values (Supportive, Positive, Inclusive, Respect, Integrity and Trust).

4 Quality Administration

In consultation with the Head of Finance:

- 4.1 Establish and maintain performance standards for relevant administrative functions.
- 4.2 Respond to customer feedback on improving processes and procedures.
- 4.3 Maintain administrative accuracy and due attention to detail.

5 Professional Development

- 5.1 Evaluate personal and professional performance and undertake personal and professional development activities.
- 5.2 Participate in the performance review/feedback process.

6 Work Health Safety (WHS)

- 6.1 Maintain duty of care of own health and safety and all others in the workplace.
- 6.2 Comply with workplace WHS policies, procedures and protocols.
- 6.3 Report workplace hazards and risks to employer.
- 6.4 Undertake WHS training as required.

7 Other

- 7.1 Engage in other duties commensurate with skills and experience and within the scope of this role.
- 7.2 Follow legal requirements and Congregational policies and procedures.

8 Key Performance Indicators

Function	Performance Indicators
Ethos and Mission	Evidence of active support for the work of the
Role responsibilities	Evidence of performing satisfactorily according
Customer service and teamwork	Evidence of service delivery to agreed standards
Contribution to culture and values	Evidence of effective collaborative, professional
Quality administration	Evidence of timely and accurate documentation
Professional development	Evidence of engagement in appropriate
Function	Performance Indicators

9 Qualifications, experience and competencies**Essential**

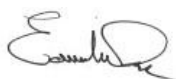
- 9.1 Tertiary qualifications in a relevant field and CA, CPA or similar accreditation.
- 9.2 Demonstrated experience in successfully performing financial and management accounting functions.
- 9.3 Demonstrated proficiency of Office 365 at advanced level.
- 9.4 Up to date knowledge of accounting standards and statutory and regulatory obligations.

Desirable

- 9.5 Experience with MYOB Acumatica, MYOB Greentree and Expense Me Pro.
- 9.6 Experience in the not-for-profit sector.

Successful applicants will be required to consent to a national criminal history check.

I confirm that this position description is an accurate reflection of the responsibilities of this position:



Manager

11/11/25

Date