

Finance Administrator

Are you passionate about making a real difference in the lives of people who need it most?

Emmanuel City Mission (ECM) provides sanctuary for the homeless and vulnerable of Brisbane city. Every day we open our doors to offer homecooked meals, hot showers, laundry facilities, clean clothing, and a safe place of dignity and connection with people who care. An average of 250 people seek assistance daily at ECM making it the largest shelter for the homeless in Australia.

Our vision, mission and values are based on The Gospel and Catholic Social Teaching.

We're seeking a Finance Administrator to join our mission team for a minimum of 3 days per week (negotiable hours). Role has potential to grow to a full-time role. Pay is aligned with a Finance Administrators Award Rate, taking into consideration your prior experience and skill level. Package includes a range of non-financial benefits.

About the Role

In this position, you'll help manage the operational and financial data that underpins our mission of feeding, clothing and supporting Brisbane city's homeless and vulnerable. You'll work with donor information, financial transactions and organizational records. There will be opportunities to learn and grow in a role that combines detail-oriented work, data analytics and meaningful outcomes for the people we serve.

Key Responsibilities

- Manage and maintain data across multiple systems and spreadsheets
- Process transaction batches, donor data, and other client records with precision
- Use Excel to analyse and organise data sets efficiently
- Support bookkeeping tasks including account reconciliations and reporting preparation
- Assist with general administrative and operational support tasks as required

Tools You'll Use

- **Microsoft Excel** – Advanced Experience Required
- **Donor Management Software:-** Raisely, Little Green Light
- **Accounting Software:-** MYOB (accounting), Calxa (reporting)

About You

You'll thrive if you are called to mission and a collaborative work environment. You enjoy working with people, numbers, spreadsheets and have a keen eye for data patterns and numerical accuracy. You are comfortable picking up a phone, troubleshooting IT challenges and navigating Microsoft Office software, Email, Excel and Word.

Skills and Experience

- Strong competency in Microsoft Excel, including formulas and data manipulation
- Strong IT literacy and ability to handle file structures and cloud-based tools
- High accuracy and attention to detail
- Solid numerical reasoning and comfort working with financial and transactional data

Why Join Emmanuel City Mission

- Join a community bringing hope and healing into the lives of the homeless and vulnerable.
- Live the Mission centered on Jesus Christ.
- Serve The Lord with a passionate and supportive team.

To apply please email your CV and a brief introduction to

- Kathryn contact@ecm.org.au
- Applications Close Monday the **30th of August 2026**

SANCTUARY FOR THE POOR AND VULNERABLE • OPEN 7 DAYS