

# Australian Churches of Christ Global Mission Partners



Position Description:

*Partnering across nations*

<b>Position Title:</b>	Finance and Administration Assistant		
<b>Reports To:</b>	Financial Accountant		
<b>Present Incumbent:</b>	None	<b>Date Reviewed:</b>	New Role
<b>Nature of Appointment:</b>	0.64 FTE (24 hours per week over 4 days), location flexible with team members located in Adelaide		

**Position Overview:**

The role of the Finance and Administration Assistant is pivotal in providing essential support to the Financial Accountant across a range of financial and administrative functions. This role is instrumental in maintaining financial accuracy, streamlining administrative processes, and ensuring the overall efficiency of our operations. The collaborative contributions of this position will be of utmost importance in fostering the financial stability and growth of our organization.

<b>Key Outcomes</b>	
<b>Priority Task</b>	<b>Outcomes</b>
1. Donation Receipting	<ul style="list-style-type: none"> <li>● To receipt and process donations into Salesforce promptly and accurately.</li> <li>● Ensure accurate recording of donations.</li> <li>● To response to emails</li> <li>● Banking and mail box maintenance.</li> </ul>
2. Payroll Support	<ul style="list-style-type: none"> <li>● Oversee the accurate and timely processing of payroll for employees.</li> <li>● Maintain accurate employee personnel files.</li> <li>● Assist in implementing and updating HR policies and procedures to ensure compliance with employment laws and regulations.</li> <li>● Oversee the accurate and timely process of exempt Benefit.</li> <li>● Prepare payroll reports.</li> <li>● Ensure the ATO and Superannuation payments are paid within the required time frames.</li> <li>● Calculation of staff leave entitlements, including long service leave, as required.</li> <li>● End of financial year payroll processing. Including the balancing and production of payment through Single Touch Payroll (STP).</li> <li>● Maintain payroll operations by following policies and procedures.</li> <li>● Assistance with HR administration duties.</li> <li>● Complete payroll reconciliations as required.</li> </ul>
3. Bookkeeping	<ul style="list-style-type: none"> <li>● Daily bank and credit card reconciliations (XERO)</li> <li>● Process invoices, expenses claims, Fringe Benefit in a timely manner.</li> <li>● Maintain accurate and up to date financial records including accounts payable and receivable, general ledger entries, bank reconciliations and payroll.</li> <li>● Assist with end of month financial reports and all year end duties.</li> </ul>
4. Administrative Support	<ul style="list-style-type: none"> <li>● Provide general administrative support, including managing phone calls, emails and correspondence, filing, ordering office supplies, other ad-hoc duties as requested.</li> <li>● Uploading staff meeting to Google Drive</li> <li>● Provide administrative support to Operations Team, Engagement Team and Program Teams.</li> </ul>

**Finance and Administration Assistant  
Position Description**

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<b>Requirements</b>	
	1. Tertiary qualifications in Accounting and Finance.
	2. 3+ years' proven experience in bookkeeping, accounting or finance roles.
	3. Proficiency in XERO accounting software
	4. Proficient in using Microsoft Word and Excel.
	5. Familiarity with Salesforce CRM (preferable)
	6. NFP experience is preferred but not essential.
	7. Excellent attention to details and accuracy in financial record keeping.
	8. Highly organised and process driven.
	9. Strong Team player.
	10. Ability to meet deadlines.
	11. Compliance with the GMP code of conduct.
	12. Commitment to work according to the Christian mission, vision and values of GMP.
	13. At the time of application, the successful applicant will already have the legal right to live and work in Australia.

<b>Delegation and Authority</b>	
	1. Reporting signed off by Chief Finance Officer
	2. Initiate payments as agreed with the CFO and Financial Accountant.

<b>Professional Development</b>	
	1. Plan developed, implemented and reviewed annually.

<b>Remuneration and Review Conditions</b>	
	1. According to the policies of GMP and the relevant Fair Work Australia requirements.

*I acknowledge that I have read and understood this Role 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.*

Employee Name:			
Signature:		Date:	

Executive Officer:			
Signature:		Date:	