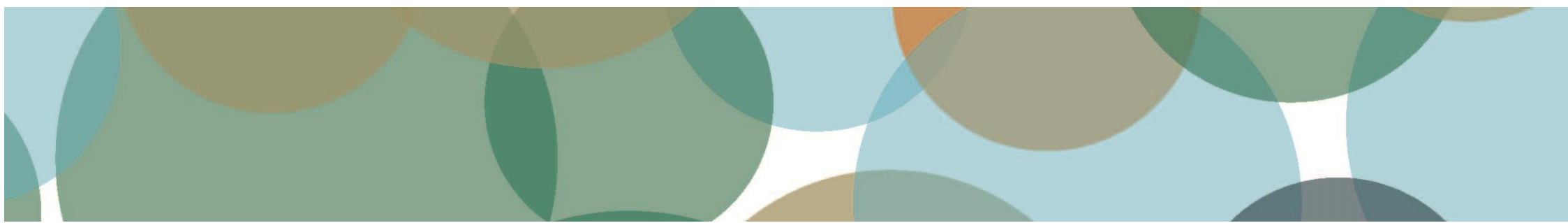




Position Description

Accountant

Report to:	Finance Manger
Direct Reports:	Nil
Worth with:	Finance officers, Pastoral Team and other budget holders, Auditors
Purpose:	Produce Gateway's monthly and annual financial reporting including general ledger reconciliations, budgeting, forecasting, cash management and fixed asset register.
Load:	Full time (Mon-Fri)
Location:	Mackenzie Campus, 1052 Mt Gravatt-Capalaba Rd, Mackenzie
Effective	October 2018



Gateway Baptist Church has a regular attendance at Sunday services of around 2,500 people across four campuses (Mackenzie, Ormeau, Redlands and Logan) and undertakes ministries and activities to advance the kingdom of God by reaching people in our community, nation and world with the life changing message of Jesus.

The Accountant role is part of the Finance Team and the wider Central Services Team, who is responsible supporting ministries across all campuses. The Finance Team's role is provide accounting services in accordance with accounting standards and legislative requirements. This includes: financial accounting and general ledger reconciliations; working closely with the finance officers to ensure monthly and annual reporting are accurate and timely; preparing management reports for managers to support budget management and efficient finance processes; producing the monthly finance reports, including reports for the Board of Elders and management teams with budget variance analysis; producing the end of year financial statements; assisting the Finance Manager in preparing annual budgets and regular forecasts; producing/updating five and ten year forecasts/planning models each year; cash flow management; submitting BAS; and maintaining the fixed asset register.

PRIMARY RESPONSIBILITIES	PRIMARY OUTCOMES
Financial Accounting Processing, Procedure and Support	<ul style="list-style-type: none"> • General ledger reconciliations including re-allocations • Preparing monthly “Trial Balance” • Supporting the finance officers to ensure monthly and annual reporting is accurate and timely • Implementing changes to “end to end” financial processes to align with funding and structure changes • Maintaining the accounts structure in all systems and processes including add on modules • Balancing, preparing and submitting BAS and other ATO requirements
Supporting Ministry Teams in Budget Management and Finance Processes	<ul style="list-style-type: none"> • Preparing reports for regular meetings with ministry leaders • Support ministry leaders with understanding their finance reports and budget management as and when requested by Finance Manager • Promote best practice financial processes and management across Gateway
Monthly/Quarterly Financial Reporting and processing	<ul style="list-style-type: none"> • Prepare in a timely manner monthly financial reporting for management • Prepare accurate and timely quarterly finance report for Board of Elders/Finance and Audit Committee with informative budget variance analysis • Maintain Gateway’s fixed asset register
Budgeting and Forecasting	<ul style="list-style-type: none"> • Key contributor to the budget model for the annual budgeting process as well as data gathering and data input • Key contributor in detailed organisational budgets including income/expenses, cash flow, capital and balance sheet • Key contributor to maintaining regular forecasting to assist in organisational management • Key contributor in preparing a detailed 5 year forecast as part of the annual budgeting cycle • Key contributor in preparing a 10 year financial projection for Senior Leadership Team and Board of Elders planning annually • Prepare ad-hoc financial modelling/analysis as required

Cash Management	<ul style="list-style-type: none"> • Maintain and reconcile the detailed attendance and giving data • Manage annual, monthly and daily cash flow needs, including accurate monitoring and assistance with the projection of cash
End of Year Reporting and Financial Statements	<ul style="list-style-type: none"> • Support the production of the Financial Statements template that complies with accounting standards and legislation • Prepare the annual financial statements for audit • Support the production of ACNC reporting requirements • Prepare audit documentation and manage the day-to-day conduct of annual audit processes • Support the minimising of audit issues and findings and any issues to be resolved before the next audit cycle

KEY COMPETENCIES	KEY PERSONAL ATTRIBUTES
<p>CHARACTER</p> <ol style="list-style-type: none"> 1. Lifestyle consistent with a growing Christian faith; 2. Demonstrated ability to be self-motivated, able to work independently and solve problems proactively; 	<ul style="list-style-type: none"> • Personal and growing relationship with Jesus • High level of personal integrity • Problem solver • Personable, Relational, Communicative • Team Player

COMPETENCE

3. Demonstrated experience in hands on financial accounting, reconciliation and processing.
4. Experience in producing monthly financial reports at management level. Ideally also Board level;
5. Experience in preparing annual budgets and ongoing forecasting;
6. Demonstrated experience in developing models, using Excel, and maintaining existing five and ten year financial planning models;
7. Experience in producing financial statements that are fully compliant with accounting standards;
8. Advanced skills in Excel and intermediate skills in accounting systems;
9. Graduate with 3-5 years' experience who is highly motivated to learn, grow and contribute to a dynamic team. Member of CPA or CA is highly desirable;

- Support and exhibit Gateway Vision, Mission and Values.

- Ideally, contribute to the Gateway family by regularly attending a Sunday service with a view to life group connection and church membership.