

Position Charter

Accountant



Reports to:	Finance Manager
Direct Reports:	None
Works 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:	4 Days
Location:	Mackenzie Campus, Gateway Baptist Church
Effective:	May 2018

Gateway Baptist Church has a regular attendance at Sunday services of around 2,200 people across four campuses and undertakes ministries and activities to reach more people with the life-changing message of Jesus.

The Accountant role is responsible for the provision of accounting services in accordance with accounting standards and legislative requirements, to support effective ministry and church operations. This includes financial accounting and general ledger reconciliations, accurate monthly and annual reporting, preparation of management reports, preparation of end-of-year financial statements, preparation of annual budgets and regular forecasts, cash flow management, submission of BAS and maintenance of 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. • Prepare monthly “Trial Balance”. • Support the finance officers to ensure monthly and annual reporting is accurate and timely. • Implement changes to “end to end” financial processes to align with funding and structural changes. • Maintain the accounts structure in all systems and processes including add on modules. • Balance, prepare and submit BAS and other ATO requirements.

Support Ministry Teams in Budget Management and Finance Processes	<ul style="list-style-type: none"> • Prepare reports for regular meetings with ministry leaders. • Support ministry leaders with understanding their finance reports and budget management as and when requested by the Finance Manager. • Promote best practice financial processes and management across Gateway campuses.
Monthly/Quarterly Financial Reporting and processing	<ul style="list-style-type: none"> • Prepare monthly financial reporting for management, in a timely manner. • Prepare accurate and timely quarterly finance reports for Board of Elders/Finance Committee with informative budget variance analysis. • Maintain Gateway's fixed asset register.
Budgeting and Forecasting	<ul style="list-style-type: none"> • Manage the annual budgeting process. • Develop detailed organisational budgets including income/expenses, cash flow, capital and balance sheet. • Develop and maintain regular forecasting to assist in organisational management. • Prepare a detailed 5 year forecast as part of the annual budgeting cycle. • On an annual basis, prepare a 10 year financial projection for the Senior Leadership Team and Board of Elders. • 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 projection of cash.
End of Year Reporting and Financial Statements	<ul style="list-style-type: none"> • Produce a 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. • Minimise audit issues and resolve any issues 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 • 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.
<p>COMPETENCE</p> <ol style="list-style-type: none"> 3. Demonstrated experience in hands on financial accounting, reconciliation and processing. 4. Demonstrated experience in producing monthly financial reports at management and Board level; 5. Demonstrated experience in developing annual budgets and ongoing forecasting; 6. Demonstrated experience in developing and maintaining 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 accounting systems; 9. Member of CPA or CA is highly desirable. 	