

Position Description

Role Title	Finance Liaison Manager
Reports to	Finance Director
Direct Reports	None
Department	Finance
Working Location	Mackenzie
Load	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time: days/week <input type="checkbox"/> Casual <input type="checkbox"/> Includes Sundays

Purpose of Role

This role is responsible for the provision of accounting services in accordance with accounting standards and legislative requirements as well as the standard procedures for Gateway Baptist Church.

Primary Relationships

Internal	Finance Director, Finance officers, Pastoral Team, Executive Team, Missions Team, Office Manager, Budget Holders, Central Leaders
External	Customers, Suppliers, NAB, Auditors

Primary Responsibilities	Primary Outcomes	Performance Measure
Payroll (May not be a part of this role in the future)	<ul style="list-style-type: none"> Timely and accurate creation of REM sheets Timely and accurate creation of new employees in CanPay and administration of all statutory requirements and forms, creation and upkeep of individual staff files with all relevant documentation Staff training in CanPay Monthly leave provision journals Accurate processing of pay runs, including updating and recording of all changes to pay rates and/or paid hours and annual increases Email payslips, processing payments and STP submission Reconciliation and processing of pay run journal for management reporting purposes, including inter-entity transactions Monthly reconciliation of Superannuation, reporting and payment Annual statutory reporting including STP final upload for End-of-Year (June) Administration of paid parental leave Timely reporting of all extraordinary items to the Finance Director Excellent, approachable, friendly, and supportive relationship with all staff, clients, and members Timely and accurate processing of fringe benefit transfers for pastors 	<ul style="list-style-type: none"> Timely and a very high level of accuracy in delivery of items listed Month end process completed by Business Day 2

Bank Reconciliations	<ul style="list-style-type: none"> • Accurate, weekly processing, reconciling and administration of all general giving received into Gateway including but not limited to all campuses, interest bearing accounts and general operating accounts, campus development and Term Deposits • Exceptions: Corporate Cards (AP), Beyond Operating, Beyond Combined Income, Beyond Care & Community (AR), FB Accounts (AP?) 	<ul style="list-style-type: none"> • Timely and a very high level of accuracy in delivery of items listed • Reconciliations completed each week for prior week
Missions' gifts given	<ul style="list-style-type: none"> • Accurate and timely reconciliation of all gifts given to missionaries to ensure timely payment 	<ul style="list-style-type: none"> • Timely and accurate payment each month
MBBQ	<ul style="list-style-type: none"> • Timely and accurate support to missions BBQ teams regarding EFTPOS facilities • Post MBBQ journal for distribution of profit monthly 	<ul style="list-style-type: none"> • Timely and a very high level of accuracy in delivery of items listed
Cash handling and financial services	<ul style="list-style-type: none"> • Supporting the Finance Director in training, implementation, and compliance of cash handling procedures at all venues and campuses, in a timely manner • Count team and cash collection support for all venues and campuses in line with procedure manual • Cash handling, risk mitigation and support to ministries at larger events • Excellent, approachable, friendly, and supportive relationship with count teams and all volunteers, staff, and contractors • Supporting the Finance Director in EFTPOS terminal and merchant facilities management and roll out. 	<ul style="list-style-type: none"> • Timely and a very high level of accuracy in delivery of items listed
Cash Monitoring	<ul style="list-style-type: none"> • Monitoring cashflow needs on a daily basis and preparing the appropriate cash transfers for authorisation 	<ul style="list-style-type: none"> • Timely and a very high level of accuracy in delivery of items listed
Commercial Cards (may not be part of this role in the future) and linked Expense Management Systems	<ul style="list-style-type: none"> • Ordering corporate cards for new staff and maintaining current cards including limit increases and card cancellation (This task will be moved) • Administration duties regarding Flexi purchase including coding and user changes • Weekly download to csv for SAGE upload by accounts payable finance officer • Ad hoc duties to support the Finance Director 	<ul style="list-style-type: none"> • As required
Ministry Liaison	<ul style="list-style-type: none"> • Update of weekly giving and attendance reports, sent out to staff as directed • Work with nominated budget holders for setup/support/training in SAGE, Martus • Coding support to budget holders as required • Manage budget process • Responsible for annual budget process liaising with Finance Director 	<ul style="list-style-type: none"> • As required

Church Management System (UCare)	<ul style="list-style-type: none"> • Liaise with Church Life Team to develop and embed data collection • Develop and produce reports for all leadership groups • Work with ministry leaders to analyse data and develop reporting requirements 	<ul style="list-style-type: none"> • Accurate data inputs • Timely and accurate reports for the Board of Elders, Senior Leadership Team and Campus Pastor Group • Creation of ministry reports that provide insight for decision making
Financial Accounting Processing, Procedure and Support	<ul style="list-style-type: none"> • Check weekly AP run for accuracy • Manage the reimbursements of mobile phone contracts, annual audit of reimbursements • Prepare general ledger balance sheet reconciliations and reallocations • Check all BAS transactions for reasonability and prepare BAS for checking and authorising • Supply any accounting or financial services on request from the Finance Director to cover leave or to bridge bottlenecks within the team as and when required • Assist in the development of policies as and if required with Finance Director • Weekly meetings with Finance Director • Ad hoc assistance to Finance Director as required • Contribute to preparation of monthly reporting as and if required • Assist Finance Director with grant acquittals as and if required • Support Finance Director with annual audit process • Manage asset management system while liaising with Finance Director • Reconcile asset register monthly • Monthly check of AP ledger and AR ledger • Ad hoc assistance to AP officer and AR officer • Support AP officer with Armaguard pickup • Monthly accruals and income in advance as required 	<ul style="list-style-type: none"> • As required
Workplace Health & Safety	<ul style="list-style-type: none"> • Effectiveness / Safety 	<ul style="list-style-type: none"> • No avoidable accidents or incidents Re

Core Competencies

- Demonstrated experience in hands on financial procedures, reconciliation and processing in payroll and bank reconciliation environment that fully comply with accounting standards, including hands on financial accounting, reconciliation, and processing;
- Demonstrated experience in cash handling;
- High level of accuracy and ability to follow process;
- Basic skills in Excel and advanced skills in SAGE Intacct

Key Characteristics

- Lifestyle consistent with a growing Christian faith;
- Demonstrated ability to be self-motivated and able to work independently
- High level of personal integrity
- Proactive problem solver
- Personable, Relational, Communicative
- Team Player as displayed through a positive and solution focused attitude.
- Support and exhibit Gateway Vision, Mission, and Values.
- Ideally, contribute to the Gateway family by regularly attending a Sunday service

As a Gateway staff team, we value growing intentionally, communicating courageously, achieving collaboratively and encouraging extravagantly.