



Why is this Job Description being written? New Position Replacement Position Position re-designed Position not previously described

POSITION DETAILS: Position Title: ACCOUNTS OFFICER

Entity: Providence Church Network Department: Operations

Position reports to: (role) Providence Church Network Operations Manager

FTE: 0.4

Salary: \$23,755 + SGC (Total Package)

POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why

The Accounts Officer (AO) carries out all bookkeeping tasks for Providence Church Network (PCN Inc.) and Providence Osborne Park (POP Ltd.) (including Payroll, Accounts Payable & Receivable, Reporting, and Asset Depreciation).

KEY RESPONSIBILITY AREAS

Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?
Bookkeeping	70%	<ul style="list-style-type: none"> • Settle all accounts payable (bills & reimbursements) on a fortnightly schedule • Carry out all Payroll tasks, including payment of Superannuation (via the ATO's Small Business Superannuation Clearing House) and keeping all Leave records up to date (monthly) • Record income using appropriate categories • Maintain accurate accounting records and provide required reports to the Providence Committee of Management and staff. • Submit quarterly BAS to the ATO • Submit monthly IAS to the ATO • Complete PAYG Summaries and Summary Statement after the EOFY 	<ul style="list-style-type: none"> • Timely payment of all accounts owing, both internally and externally • Staff are paid correctly and on time • Accurate and appropriately presented records of all income • The Board, staff, and Committee of Management (and by extension the members) have accurate and up-to-date information on the network's financial position and income & expenses • The network and its churches are held accountable in the use of all funds • The network complies with all legal requirements of the ATO regarding GST and PAYG withholding
Financial Management	30%	<ul style="list-style-type: none"> • Assist with annual budget preparation by assisting with forecast data. • Attend quarterly Finance Committee meetings • Produce monthly financial reports to track P&L and balance sheet for the Network and its churches • Produce monthly giving analysis as part of monthly financial reporting 	<ul style="list-style-type: none"> • Ministry leaders and departments have easy access to their budget income and expenses • Staff and suppliers paid accurately and on time • Financial reporting is timely and insightful with stakeholders having the information they need to make informed decisions • Accurate and transparent financial records

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

- Yr12 English and Maths or equivalent
- Certificate level Bookkeeping or Accounting qualification, or equivalent practical experience

Skills, Knowledge & Experience:

- Uphold the vision and values of the Providence Church Network and its churches
- Familiarity with principles of accounting
- Excellent attention to detail & ability to work quickly and accurately with numbers
- Working knowledge of Xero accounting software preferred
- Working knowledge of forecasting and financial reports
- Ability to work independently on set tasks as well as working effectively as part of a team
- Ability to work methodically, problem solve, and document procedures for others
- Good written communications skills
- Commitment to excellence and high standards
- Demonstrated high level of proficiency in MS Excel

SCOPE:

Financial accountability: Does this role have accountability for a budget?

- No

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)? No.

No. of direct reports

Nil

No. of indirect reports

Nil

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Next level of supervision

Network Director

Immediate level of supervision

Network Operations Manager

Other roles reporting to immediate supervisor

This Role

Accounts Officer

ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role