

## **Senior Accountant**

**Our Senior Accountant is retiring, and as a result we are seeking a dedicated and experienced Senior Accountant to join our team.**

Are you looking for a meaningful role where you can make a real impact in your community? Join us at the Uniting Church Synod Office in Auchenflower, Brisbane, and enjoy a hybrid work environment, great benefits, and the chance to be part of a team dedicated to our purpose.

### **About Us:**

The Uniting Church in Australia is a vibrant, multicultural Christian denomination with a rich heritage and a deep commitment to reconciliation and community service. With over 250 congregations across Queensland and a broad range of educational and community services, including UnitingCare Queensland and Wesley Mission Queensland, we are dedicated to making a positive impact in our communities.

### **Your role:**

The purpose of this role is to provide leadership and management of financial accounting systems, software and analysis including budget and forecast preparation across the Queensland Synod office ensuring services are cost effective, efficient and aligned to the Church's strategic plans.

Responsibilities include managing budget and forecast preparation, providing treasury services, overseeing congregational bookkeeping, and managing specified funds for Synod entities by applying contemporary financial management and treasury practices, this role drives innovation and efficiency within the finance team.

### **Key Responsibilities:**

- Oversee the preparation of financial statements, budgets, and reports for management and stakeholders.
- Ensure the accuracy and integrity of financial records, processes, and transactions.
- Assist with year-end processes, audits, and compliance with regulatory requirements.
- Monitor cash flow, forecasting, and budgeting to ensure effective resource management.

- Provide financial insights and recommendations to improve organisational performance.
- Manage payroll, accounts payable/receivable, and reconciliations.
- Mentor and support junior team members and foster a collaborative working environment.
- Maintain strong working relationships with internal and external stakeholders.
- Ensure compliance with all relevant financial regulations and organisational policies.

#### **What We Can Offer You:**

- Hybrid Role
- Free off-street parking at the office
- 17.5% Annual Leave loading
- Employee Culture Club Activities
- Paid Parental Leave
- Extra Day off at Christmas

#### **What We're Looking For:**

- Business tertiary degree in Accounting and/or Finance
- Demonstrated experience in the leadership and management of a finance and treasury function, including a diverse range of enterprises, preferably in the not for profit sector, over a minimum period of 5 years.
- Proven experience in driving efficiencies and providing leadership to the diverse functions in accounting operations and financial reporting, meeting deadlines and presenting complex financial information in a user friendly manner.
- Comprehensive knowledge of current Accounting standards and audit requirements
- Excellent written and verbal communication skills with the ability to draft correspondence and interact with a diverse range of people.
- Demonstrated experience in the management and use of a complex treasury and financial system including the proficient use of the Microsoft Office suite of products.

- Demonstrated ability to act with impartiality and honesty

#### **Additional requirements:**

- Eligible to legally work in Australia
- Behave in accordance with the values of the Office of the Synod.
- National Criminal History Check to be provided and assessed every three years. Presentation of a current National Criminal History Check must be made before appointment to the position can be confirmed.
- Professional membership – current member of an Australian Accounting body being either Institute of Chartered Accountants or CPA Australia.
- The successful applicant must be eligible to legally work in Australia and proof of eligibility may be requested.
- Behave in accordance with the values of the Office of the Synod.

#### **How to Apply:**

If this opportunity resonates with you and aligns with your career aspirations, we would love to hear from you!

Please apply directly via the following link:

<https://secure.workforceready.com.au/ta/6176112.careers?ApplyToJob=134311683>

*Please note you will need to create an account to apply.*

*If you are a culturally & linguistically diverse, living with a disability, or returning to the workforce after a period of time off raising children, we recognise you are less likely to apply for this position, however we strongly consider those who can meet most of the above and have a great work ethic to formalise their application.*

*Uniting Church in Australia, Queensland Synod is committed to being a child safe, child friendly organisation and for all children who come into contact with our services we will provide welcoming, safe and nurturing services, prevent child abuse and neglect within our services and appropriately and immediately address child abuse and neglect if it does occur.*



# Position Description

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Completed Position Description are to be supplied to [People and Culture](#) for endorsement before use.

<b>Position title</b>	Senior Accountant
<b>Synod service area</b>	<b>Finance</b>
<b>Location</b>	60 Bayliss Street, Auchenflower, QLD
<b>Classification/salary</b>	Award Free – Grade 7
<b>Next review date</b>	March 2026

## The organisation:

The Uniting Church in Australia is a passionate and diverse Christian church, a community of people who are shaped by Jesus' teaching and example. The church in Queensland includes congregations, faith communities, presbyteries, schools and colleges, early learning centres, hospitals, aged care centres and many expressions of mission and community service. We are a multicultural church, committed to reconciliation with First Peoples and social justice for all, seeking to steward our resources wisely in the furtherance of God's mission in the world.

The Queensland Synod is the state council of the Uniting Church who come together every 18 months for Synod in Session - a meeting to discern together and make decisions for the management of the Synod.

The Office of the Synod's purpose is to act upon the discernment of the Synod, to enable, equip and encourage a renewing and growing Church across Queensland. We are mission-driven, service-orientated and relationally focussed.

## Position purpose:

The purpose of this role is to provide leadership and management of financial accounting systems / software and analysis including budget and forecast preparation across the Queensland Synod office ensuring services are cost effective, efficient and aligned to the Church's strategic plans. In addition, manage / provide treasury services and oversight congregational bookkeeping / specified funds to entities within the broader Queensland Synod. Through applying contemporary financial management and treasury practice, this role will deliver innovation and efficiency within the finance team

## Key responsibilities:

- Manage the allocated operations of Finance efficiently and effectively to meet the service requirements of the Synod Office, agencies, congregations and other internal and external customers.
- Coordinate/prepare the annual budget and develop the forecasting capability of the organisation
- Oversee the Synod Office Congregational Bookkeeping activities with the assistance of the Bookkeeping Specialist in ensuring service levels are maintained.
- Oversee the Mission Accounting / Specified Funds functions with a focus on ensuring support to Church entities and associated relationships are accounted for appropriately.



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- Provide leadership and direction to the Finance function which includes recording and analysis of financial and non-financial transactions for reporting to internal and external key stakeholders, ensuring that journal entries prepared by the Accounting team are complete, correct and adequately substantiated.
- Assess business requirements with a view to improving financial management software in accordance with Enterprise Architecture and the Technology Roadmap including integration with other software in the Synod office as far as practicable, automates appropriate process, remove redundant processes, provide appropriate levels of access to managers and other users and provide appropriate levels of reporting

### Treasury:

- Maintain and further develop investment policies and processes to generate greater returns to the Church as a whole
- Review business cases and make loan assessments. Through this, build relationships with the applicants and educate them if necessary
- Maintain and develop effective processes and controls for managing treasury funds within the Synod, including developing and improving cash forecasting and liquidity requirements  
In conjunction with the ED Finance Property and Enterprises, develop the financial and treasury strategy for the Synod office and ensure these strategies are converted to operational reality.
- Produce management reports for use by governing boards and management and the contribute to the associated reconciliation processes.
- Assume responsibility for management of small-scale internal audits and control checks within Finance, and the Monthly Checklist for Accounting with an emphasis on process improvement.
- Lead ad hoc Projects in relation to accounting/finance issues.
- Promote and maintain a positive customer service focus and cooperative interface in the delivery of financial information services.
- Develop a full understanding of the operations of the Synod office and the church entities in which services are provided to and promote continuous improvement and simplification of process initiatives through collaboration.
- Liaise and engage in effective communication with internal and external stakeholders, including but not limited to auditors, legislators, presbytery and other external customers.
- Provide leadership, perform regular supervision, conduct performance appraisal /management and facilitate professional development of direct reports.
- Mentor accounting staff, other Finance staff members and relevant managers on applicable accounting standards (including changes thereto) and the relevant financial controls and procedures to promote awareness and provide updated technical knowledge within Finance and the broader Synod office.
- Oversee the coordination of various Finance projects
- Maintain an in-depth understanding of all culture elements and values. Embody and continually demonstrate the value-based behaviours by setting a clear clean and consistent example for others.
- Provide leadership, perform day to day supervision, inspire others to perform, build trusting relationships, conduct performance appraisal/management and facilitate professional development of direct reports.
- Model the values of the Uniting Church in Australia, Queensland Synod in day to day work including interactions with managers, lay staff, ministry agents, clients and stakeholders.
- Compliance with Queensland Synod policies, procedures and relevant legislation.
- Comply with Health and Safety directions and Public Health directions.



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- Undertake other duties as and when directed within the scope of the role and the capabilities of the incumbent.

### Key performance indicators:

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- Effective management of treasury funds to optimise returns for the Synod Office.
- Ensure timely and accurate accounting support to Business Enterprise managers to help achieve their annual objectives.
- Administer the Synod Office CAPEX Accounting for all aspects of the Synod Office.
- Adhere to monthly reporting deadlines for Synod Office reporting.
- Comply with delegation of the Office of Synod where delegations have been permanently or temporarily assigned to the position.
- Leadership capabilities are demonstrated and provided to team members that support empowerment and development
- Maintain alignment with the Office of Synod purpose, culture and values (values referenced under additional requirements).

### Reporting relationship and delegations:

- This position reports to: Executive Director of Finance Property and Enterprises
- Positions that report directly to this position: Bookkeeping Specialist, Mission Relations Accountant, Treasury and Finance Analyst, Systems Administrator
- Delegation Level: As per the Uniting Church Australia, Queensland Synod Delegations.

### Selection criteria:

#### Qualifications:

- Relevant business tertiary qualifications
- Membership of CPA Australia or Chartered Accountants Australia and New Zealand

#### Experience and skills:

- Demonstrated experience in the leadership and management of a finance and treasury function, including a diverse range of enterprises, preferably in the not for profit sector, over a minimum period of 5 years
- Proven experience in driving efficiencies and providing leadership to the diverse functions in accounting operations and financial reporting, meeting deadlines and presenting complex financial information in a user friendly manner.
- Comprehensive knowledge of current Accounting standards and audit requirements.
- Proven ability to report and work directly with an Executive Director and other members of senior management and liaise with internal and external stakeholders.
- Excellent written and verbal communication skills with the ability to draft correspondence and interact with a diverse range of people.
- Demonstrated ability to lead, manage and develop direct reports.
- Demonstrated commitment to high quality outcomes including high attention to detail, accuracy and confidentiality.
- Strong team orientation and a willingness to contribute to a positive working environment.
- Demonstrated experience in the management and use of a complex treasury and financial system including the proficient use of the Microsoft Office suite of products.



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- Be personable with a commitment to building strong relationships with key stakeholders/customers across the Church and its agencies, boards and committees of the Synod
- Demonstrated attention to detail, timeliness, analytical and focussed on outcomes
- Demonstrated ability to clearly communicate orally and in writing with others and manage competing views
- Demonstrated ability to act with impartiality and honesty
- Commitment to working within the purpose and values of the Uniting Church in Australia, Queensland Synod and adhering to the policies, organisational requirements and processes

### Additional requirements:

- National Criminal History Check to be provided and assessed every three years. Presentation of a current National Criminal History Check must be made before appointment to the position can be confirmed.
- Professional membership.
- Intrastate travel may be required.
- Undertake out-of-hours attendance at meetings/functions may be required.
- The successful applicant must be eligible to legally work in Australia and proof of eligibility may be requested.
- Behave in accordance with the values of the Office of the Synod.

### Authorised by:

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Signature

\_\_\_\_\_  
Position title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Document number		E/1.5.3			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.1	25.08.2022	PC	25.08.2022	People and Culture	People and Culture Manager
Next scheduled review		15.08.2023			