



## ACCOUNTANT

### ORGANISATIONAL OVERVIEW:

International Network of Churches was birthed as Christian Outreach Centre in 1974 in Brisbane, Queensland. It has a proud history of a connectional system of governance that includes 120+ churches, a tertiary institution, four P-12 schools, nine early learning centres and key charities such as Global Care and Red Frogs Australia.

As a Letters Patent Body, the group has a governance structure where local financial management is overseen by a Committee of Management, reporting to the Operations Board for the financial and asset management. Financial reporting requires application of consistent accounting policy, chart of accounts and preparation of special purpose financial reports.

### ROLE OVERVIEW:

The INC Group Finance office is looking to employ a well-rounded and experienced accountant to join the team to serve the greater movement as part of a shared services model. This model allows the formation of a core team of professionals who are deployed to different entities within the Group to establish and/or strengthen good financial processes, governance and control.

The key objectives of the role include:

1. Manage daily accounting functions of the operation where deployed from time to time
2. Ensure all tasks are completed and managed in accordance with the INC Group Accounting Policy, industry best practice and relevant Government Standards.
3. Review and improve the financial processes, governance and control in the assigned functional area.

### RESPONSIBILITIES:

Specific responsibilities will be determined by the requirements of the business unit and the depth of the existing skills and may include:

#### Payroll

1. Manage the end-to-end processing of fortnightly payroll for permanent, part time and casual employees as well as contractors, including the preparation and management of contracts.
2. Manage single-touch payroll reporting to the ATO and Centrelink.
3. Prepare schedules for payroll related provisions and liabilities.

#### Cash Management

1. Review daily reconciliations for bank and credit card accounts.

2. Prepare weekly cash flow forecasts.

### **Invoicing and Accounts Receivable**

1. Supervise, review and improve invoicing cycles through the general and sub-ledger systems.
2. Reconcile revenue between the invoicing and ledger systems, and implement appropriate corrective action to clear reconciling items.
3. Provide relevant revenue reports to management and the Board to track corporate performance.
4. Liaise with debtors regarding payment of invoices and resolve queries as required.

### **Accounts Payable**

1. Supervise the entering of supplier invoices as received and payments as per agreed payment cycles and terms.
2. Resolve queries from suppliers regarding invoices and payments.
3. Maintain a creditors listing and reconcile to the general ledger on a monthly basis.

### **Management & Financial Reporting**

1. Prepare monthly financial reports, including profit and loss, balance sheet, cash flow and financial performance indicators.
2. Analyse Actual vs Budget and provide appropriate commentary on deviations.

### **Other Duties**

1. Maintain strong working relationships with staff from within the group and business division as well as any other related entities and respond to queries as required;
2. Assist with the preparation of the annual financial statements and external audits.

### **SKILLS AND ATTRIBUTES:**

- An active member of an INC location and ability to agree to the Declaration of Faith;
- Qualified accountant with min. four years' experience in the full scope of accounting and financial reporting;
- Ability to work autonomously and as part of a broader team;
- Strong level of accuracy and attention to detail;
- Ability to liaise with local contacts with varying levels of accounting knowledge and expertise;
- Ability to take on responsibility and accountability;
- Ability to meet deadlines;
- Ability to solve problems;
- Advance skills in Excel and accounting software such as Xero, MYOB and QuickBooks.

### **TO APPLY:**

Please provide a cover letter with CV and minimum three referees including a pastoral referee to [recruitment@inc.org.au](mailto:recruitment@inc.org.au).