

Job Title	<b>Finance Officer</b>
Department	Finance Team
Reports to	Financial Controller
Key relationships	Relevant Regional Mission Directors & Missionaries in relevant regions, other Finance Officer
Direct Reports	Nil
Overall Purpose	Contributes to the efficient and effective functioning of the finance team by completing a range of accounting and administrative duties and providing information and reports to relevant people.

### Specific accountabilities

Specific accountabilities are the outcomes that you are required to produce. They describe **why** your job exists.

Contributes to effective financial management by managing bank accounts, receiving and processing transactions whilst monitoring budget adherence and applying internal controls processes in a timely and accurate manner.
Contributes to the preparation of budgets, management reports and year end audits by reviewing data, analysing discrepancies and variances, reconciling accounts, collecting the required information, performing calculations, and formatting the information in a way that meets CMS requirements.
Ensures that relevant people inside and outside CMS are kept informed as required by communicating with individuals and organisations in a professional, timely and accurate manner.
Contributes to the smooth running of the office, taking shared responsibility for general financial administration support in matters of database administration, financial records maintenance, filing and matters not otherwise covered by others, making sure a professional image is projected and that service standards are maintained.
Contributes to the development of the safety culture by keeping their workplace safe, clean and tidy, complying with site/ service safety rules, reporting hazards, incidents, near misses and injuries to their supervisor/ manager, participating in workplace consultation activities, and actively participating in all other safety activities as prescribed in CMS procedures.

### Skills and experience

<b>Qualification</b> - Diploma or Bachelor of Accounting or equivalent
<b>Experience</b> - At least 2 years of relevant working experience - Experienced in accounts payable, GL journal entries, performing bank & other reconciliations - Proficiency in financial accounting software (preferably MS Business Central or Xero)
<b>Skills</b> - Keen attention to detail - Intermediate to advanced Microsoft Office 365 skills (Word and Excel) - Demonstrated ability to work well both in a team environment and independently, with minimal supervision - Relates well to a range of people with good problem-solving ability and willingness to be flexible - Excellent verbal and written communication

### Values

It is a requirement of this position that the incumbent will live and display a commitment with the Christian principles espoused and promoted by CMS-A and abide by the CMS Code of Conduct.
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### Changes to this position description

Your responsibilities also extend to any tasks outlined on a duties list, or any tasks delegated to you by your manager/ supervisor, provided that those new job requirements are safe, efficient, logical and legal.
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APPROVED
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