

ACCOUNTS ASSISTANT (Part time)

Position Description

<p>Team: Business and Finance</p>	<p>Location: CMS NSW & ACT Office Level 5, 51 Drutt Street, Sydney 2000</p>
<p>Reports to: Finance and Administration Officer CMS NSW & ACT</p>	<p>Review Dates: 3-month probation period 12-month annual review</p>
<p>CMS Vision and Purpose: Our Vision: A world that knows Jesus Our Purpose: We work with churches to set apart, equip and support long-term workers who cross cultures to share the gospel of our Lord Jesus Christ.</p>	<p>CMS Mission: As we seek to see a world that knows Jesus, the mission of CMS is:</p> <ul style="list-style-type: none"> • To reach gospel-poor peoples for Christ • To equip Christian leaders for church and society • To engage churches in cross-cultural mission
<p>Primary Objectives of Position:</p> <ul style="list-style-type: none"> • To provide day to day processing of financial transactions and required reconciliations • To undertake various compliance tasks • To record and process Conference Centre transactions as required • To provide assistance as required in other finance tasks 	<p>Position Purpose: To ensure financial transactions of CMS NSW & ACT are processed in an accurate and timely manner. To ensure appropriate financial records of CMS NSW & ACT are maintained.</p>

KEY ACCOUNTABILITIES	
Key Performance Area	Expected Outcomes
1. Day to day processing of financial transactions	1.1 Supplier invoices are processed accurately in Xero with all payments being made on time 1.2 Missionary expenses are processed accurately in Xero with all payments being made within one week of the lodgement of claims 1.3 Staff expense claims are processed accurately in Xero with all payments being made within one week of the lodgement of claims 1.4 Staff credit card transactions are processed accurately and within an agreed time frame in Xero 1.5 Accurate and timely invoices are prepared for customers as needed 1.6 Invoices for CMS-A of all claimable expenses are prepared 1.7 Event registrations are processed in an accurate and timely manner 1.8 Invoices from missionForce are exported into Xero on a weekly basis 1.9 Payments to CMS-SA and CMS-Vic in relation to G2G amounts are processed on a quarterly basis, by the 14 th day of the new quarter
2. Performing regular reconciliations	2.1 Monthly reconciliations of all main bank accounts (identifying and correcting all errors) are completed in a timely manner 2.2 Monthly reconciliations of all staff Mastercard accounts (identifying and correcting all errors) are completed in a timely manner 2.3 Monthly reconciliations of Xero and missionForce (identifying and correcting all errors) are completed in a timely manner 2.4 Monthly reconciliations of balance sheet accounts (identifying and correcting all errors) are completed in a timely manner 2.5 Quarterly reconciliations of G2G account to determine payments due to CMS-SA and CMS-Vic are completed in a timely manner
3. Record and process Conference Centre transactions	3.1 Conference Centre transactions are recorded and processed as needed 3.2 Conference Centre payroll is processed on a fortnightly basis when casual staff are employed
4. Provide assistance as required in other finance tasks	4.1 Requests for assistance from the Finance Team and the Business and Finance Director are responded to in a timely manner, undertaking required tasks accurately and within a predetermined time frame

ESSENTIAL VALUES, SKILLS & QUALIFICATIONS

Essential:

- A growing Christian who is committed to the vision and ethos of CMS NSW/ACT
- Team oriented
- Willingness to learn
- Accounting skills and experience appropriate to the role

Desirable:

- Ability to work well both independently and as part of a team
- Competent in the use of Microsoft Office 365 product suite
- Competent in the use of Xero
- Competent in the use of missionForce or similar database platform
- Ability to act proactively and with initiative
- Past interaction with CMS or other similar mission

Abilities:

- Accounting experience and computer skills
- Analytical thinker
- Attention to detail

Qualifications:

- Accounts payable experience
- Undergraduate accounting qualification or working towards this preferred

SAFE MINISTRY REQUIREMENTS

CMS NSW & ACT has zero tolerance for child abuse and therefore, to ensure the safety of children and vulnerable people, including those from indigenous, cultural and/or linguistically diverse backgrounds, and/or with a disability, employment in this position is conditional on the person:

- Complying with the NSW Commission for Children and Young People Act 1998 (NSW) and clearance issued through the NSW Government Office of the Children's Guardian (Working With Children Check)
- Satisfying a Police Check
- Verified completion of Safe Ministry Training (or equivalent)
- Consenting to undergo a Professional Standards Network Check
- Agreeing to abide by the CMS Code of Conduct

