

# FINANCE AND ADMINISTRATION OFFICER

## Position Description

<p><b>Team:</b> Business and Finance</p>	<p><b>Location:</b> CMS NSW &amp; ACT Office Level 5, 51 Drutt Street, Sydney 2000</p>
<p><b>Reports to:</b> Business &amp; Finance Director CMS NSW &amp; ACT</p>	<p><b>Review Dates:</b> 3 month probation 12-month annual review</p>
<p><b>CMS Vision and Purpose:</b> <b>Our Vision:</b> A world that knows Jesus <b>Our Purpose:</b> 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><b>CMS Mission:</b> As we seek to see a world that knows Jesus, the mission of CMS is:</p> <ul style="list-style-type: none"> <li>• To reach gospel-poor peoples for Christ</li> <li>• To equip Christian leaders for church and society</li> <li>• To engage churches in cross-cultural mission</li> </ul>
<p><b>Primary Objectives of Position:</b> To provide comprehensive financial support for the mission work of the branch including collaboration and supervision within the Finance Team.</p>	<p><b>Position Purpose:</b> To manage the day-to-day finances of the branch and provide financial support to the Senior Management Team, including through:</p> <ul style="list-style-type: none"> <li>• Maintaining financial information systems and facilitating effective financial control;</li> <li>• Producing accurate, informative and timely internal and external reports to aid decision making;</li> <li>• Satisfying statutory compliance requirements; and</li> <li>• Assisting in the effective and efficient operation of the Branch office.</li> </ul>

<b>KEY ACCOUNTABILITIES</b>	
<b>Key Performance Area</b>	<b>Expected Outcomes</b>
1. Financial information processing and reporting	<p>1.1 Accounting systems and integrated software applications (Xero, Wufoo, ApprovalMax, Calxa, PlanMyLeave, various payment gateways, etc.) are managed effectively and efficiently</p> <p>1.2 Review and approval processes for financial transactions (bills, sales invoices, refunds, payment files, etc.) result in accurate recording of transactions</p> <p>1.3 Donations and other income are correctly imported into and/or recorded in Xero</p> <p>1.4 An accurate Fixed Assets Register is maintained</p> <p>1.5 Accurate and useful management accounts which aid decision making are prepared for the branch and Conference Centre within 5 working days of each month end</p> <p>1.6 Accurate monthly reporting of income to CMS-A is provided by the 5<sup>th</sup> working day of the month</p> <p>1.7 The annual audit process for the branch, trusts and trustee company is managed effectively to minimise costs and appropriate annual statutory accounts are prepared for the branch, trusts and trustee company in a timely manner, including obtaining professional property valuations every three years</p>
2. Financial control	<p>2.1 Appropriate systems are maintained to enable control of expenditure and timely recording of all income</p> <p>2.2 All bank balances and cashflow are managed effectively to ensure sufficient funds are available for the payment of all debts as and when they fall due</p> <p>2.3 Appropriate budgets (incl. for branch, departments, camps, Summer School, etc.) are prepared in an accurate and timely manner and reviewed regularly</p> <p>2.4 Missionary expense claims are lodged with CMS-A and reimbursement received in a timely manner</p> <p>2.5 Appropriate insurance cover is maintained, with renewals processed on time and the AIRS Insurance Portal accurately updated in a timely manner</p> <p>2.6 Annual franking credit claims are lodged by the end of December</p> <p>2.7 Merchant facilities (Visa, Mastercard, AMEX), corporate credit cards, etc. are effectively managed</p>
3. Undertaking various financial and statutory compliance tasks	<p>3.1 Accurately prepare monthly Business Activity Statement so that the necessary payment can be processed on or before the 21<sup>st</sup> day of the month</p> <p>3.2 Reconcile and distribute listings of all Minister's Expense Account (MEA) transactions to relevant staff by 14<sup>th</sup> day of the month</p>

<p>4. Payroll services</p>	<p>4.1 Co-ordination with the Executive Assistant to the Executive Director ensures smooth onboarding of new employees/missionaries (including returning missionaries)</p> <p>4.2 Monthly payroll is accurately prepared and processed for all staff on or before the last business day of the month and for all missionaries on or before the first business day of the month</p> <p>4.3 One-off payroll payments for missionaries arriving mid-month are accurately prepared and processed in a timely manner</p> <p>4.4 Superannuation contributions for all staff and missionaries are lodged by the 14th day of each month</p> <p>4.5 PAYG records are reconciled regularly and accurate STP Payment Summaries are lodged by 14 July each year</p> <p>4.6 Accurate annual leave, personal leave and long service leave records are maintained and high balances are reported to the Business and Finance Director monthly</p> <p>4.7 Annual payroll is reconciled and Workers Compensation Return is prepared and lodged by the due date</p> <p>4.8 Industrial relations issues impacting CMS are brought to the attention of the Business and Finance Director</p>
<p>5. Operational matters</p>	<p>5.1 Communication with suppliers and supporters (where required) is timely, accurate and professional</p> <p>5.2 CMS fleet cars are effectively managed (including rego, insurance, e-tags and e-Toll account, fuel account and cards)</p> <p>5.3 Operational matters are effectively managed, including offsite storage of financial records, parking levy exemptions, stamp duty exemptions, surveys, etc.</p> <p>5.4 CMS Trust is represented on the Druitt St Building Management Committee and any material matters are brought to the attention of the Business and Finance Director for input</p> <p>5.5 Assigned Summer School duties are performed as needed (which may include cash management and banking functions for the week and coordination of onsite registrations)</p>

<p>6. Government compliance</p>	<p>6.1 ACNC and ABR records for the branch, trusts and trustee company are accurate and up to date</p> <p>6.2 Business Activity Statements are accurately prepared and lodged by the 21<sup>st</sup> day of the month with quarterly reconciliations performed</p> <p>6.3 Business names are renewed on time every 3 years</p> <p>6.4 Annual Information Statements for the branch, trusts and trustee company are prepared and lodged on time</p> <p>6.5 All other legal requirements are satisfied</p>
<p>7. Management of staff</p>	<p>7.1 Positive, cooperative and collaborative working relationships are maintained within the Finance Team</p> <p>7.2 The Finance team works together towards agreed outcomes and goals</p> <p>7.3 The Accounts Assistant is proactively trained and developed</p> <p>7.4 Tasks delegated to the Accounts Assistant are clearly explained and feedback is clear and constructive</p> <p>7.5 Appropriate levels of supervision and performance review are provided for the Accounts Assistant</p>
<p>8. Provide assistance as required in other finance tasks</p>	<p>8.1 Respond to requests for assistance from the Business and Finance Director in a timely manner undertaking required tasks accurately and within a predetermined time frame</p>

<p><b>ESSENTIAL VALUES, SKILLS &amp; QUALIFICATIONS</b></p>
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A growing Christian who is committed to the vision and ethos of CMS NSW &amp; ACT</li> <li>• Collaborative, team-oriented attitude</li> <li>• Accounting skills and experience appropriate to the role</li> <li>• Good interpersonal skills</li> <li>• Willingness to learn new systems</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Several years experience in a finance role, preferably in the not-for-profit sector</li> <li>• Ability to work well both independently and as part of a team</li> <li>• Ability to act proactively and with initiative</li> <li>• Past involvement with CMS or other similar mission organisation</li> <li>• Competent in the use of Xero</li> <li>• Competent in the use of Microsoft Office 365 product suite</li> <li>• Competent in the use of Salesforce or similar database platform</li> </ul>

**Abilities:**

- Strong communication skills, both written and verbal
- Sound understanding of accounting software including general ledger, payroll and database systems
- Working knowledge of tax and other issues faced by charities
- Working knowledge of financial accounting standards
- Analytical thinker
- Attention to detail

**Qualifications:**

- Tertiary qualifications in Business or Accounting
- CA/CPA qualifications 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

**WORKPLACE HEALTH & SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY**

As a worker at CMS NSW & ACT you must:

- Take reasonable care for your own health and safety
- Take reasonable care for the health and safety of others
- Comply with any reasonable instructions, policies and procedures given by CMS in the workplace.

You have a responsibility to comply with Equal Employment Opportunity legislation and the associated CMS NSW & ACT and Fellowship policies and procedures.

DECLARATION	OCCUPANT	EXECUTIVE DIRECTOR
<p>I understand and accept the responsibilities as outlined.</p>	<p><b>Name:</b></p> <p><b>Signature:</b></p> <p><b>Date:</b></p>	<p><b>Name:</b> <b>JOHN LOVELL</b></p> <p><b>Signature:</b></p> <p><b>Date:</b></p>