

## Overview

North Coast Church seeks to employ a part-time (2 to 3 days a week) Accounts Officer or Bookkeeper to cover 12 months of maternity leave beginning December 2021. This role reports to and will work closely with the Business Manager.

North Coast Church, located in the suburb of Balcatta, is an independent church with Christian, evangelical and reformed convictions. It has the vision and values stated below, expanded on in its [Statement of Beliefs and Values](#), that inform and reflect its strategic direction and decisions.

<b>Vision</b>	We see Jesus standing with crowds of people from Perth & beyond made alive by His Spirit through His gospel and delighting in Him for all eternity to the glory of God the Father.
<b>Values</b>	Biblical; prayerful; devoted; godly; loving; committed; generous; persevering.

For more information about NCC, please see [northcoastchurch.org.au](http://northcoastchurch.org.au). NCC is part of the Fellowship of Independent Evangelical Churches ([fiec.org.au](http://fiec.org.au)).

## Key responsibilities

- Recording financial transactions using Xero
- Account reconciliations and bank account maintenance and management
- Processing of payroll including superannuation, fringe benefits, salary sacrifice and PAYG
- Preparation and payment of BAS
- Maintaining fixed asset register, including depreciation
- Assist preparation of annual church budget and mid-year budget review
- Review and pay invoices within approved budget
- Processing volunteer and staff reimbursements
- Assist with preparation of financial statements and a full set of audit reports for external audit
- Prepare financial reports for Management, Board and church members
- Prepare account reports for trust account beneficiaries
- Assisting in completion of regulatory reports as not-for-profit and incorporated association
- Respond to various enquiries from staff, volunteers and members
- General administration duties and other tasks as required
- Also required for Accounts Officer position (not required if Bookkeeper):
  - Act as primary liaison with the auditor
  - Cash flow forecasting and financial modelling
  - Keep Management informed of any trends or changes in financial matters
  - Liaise with insurer as required; assist with renewal of annual insurance policies

## **Selection criteria**

### *Required*

- Able to demonstrate experience in the responsibilities listed above
- Good interpersonal and people-management skills
- Ability to take initiative, be proactive and work autonomously
- Strong attention to detail
- Good communication skills
- Organised and diligent work ethic
- Appropriate qualifications: degree in Accounting or Commerce (for Accounts Officer) or formal bookkeeping training (for Bookkeeper)
- Experience in Excel
- Minimum work experience of 2-3 years
- Has values in line with that of North Coast Church

### *Desirable*

- Not-for-profit experience
- Experience in Xero and GSuite

## **Application process**

To make an application for this position, please submit the following to Gemma Bronkhorst, Business Manager ([gemma@northcoastchurch.org.au](mailto:gemma@northcoastchurch.org.au)) with "Accounts Officer/Bookkeeper" in the subject line:

1. A letter outlining reasons for applying for this position and providing responses to the selection criteria including recent examples where relevant; and
2. A CV that includes the names of at least 3 relevant referees.

Any questions about the position or application process should be sent to the same email address.

Applicants should be Australian Citizens, Permanent Residents or persons who hold a valid work permit or visa to work in Australia. If an offer of employment is made to someone outside these categories, it will be conditional on the appropriate work visa being secured by the candidate prior to their commencement.

Applications close 10 October 2021.