



CATHOLIC DIOCESE
OF ROCKHAMPTON

Accounts Administration Officer

Position Description

Position Details

Position Title:	Accounts Administration Officer
Employment Type:	Part-time, 25 hours per week
Classification/Remuneration:	Grade A, Diocesan Salaried Officers' Scale
Entity/Location:	170 William Street, Rockhampton QLD 4700
Manager(s) or Supervisor(s)	Financial Accountant
Effective Date:	6 June 2022

Catholic Diocese of Rockhampton

In proclaiming the mission of Jesus Christ, the Bishop is assisted in his role of sanctification, teaching and governance by the directors of four major vicariates, namely Pastoral, Financial, Education and Care.

Our Vision

“As a community of believers, we live out the call of Baptism through personal faith in Jesus, witnessing together the Good News of the Kingdom”

Our Values

- Church workers are committed to justice and equity
- Church workers uphold the dignity of all people and their right to respect
- Church workers are committed to safe and supportive relationships
- Church workers reach out to those who are poor, alienated or marginalised
- Church workers strive for excellence in all their work

Service given according to these principles is life-enriching for both the providers and recipients. Employees are expected to reflect on and uphold the Christian ethos and values in all relationships and actions.

Safeguarding Commitment

The Catholic Diocese of Rockhampton is committed to safeguarding children and vulnerable adults. Our policy reflects our Catholic belief that every human being has dignity that we recognise as coming directly from God's creation of male and female in God's own image and likeness.

The Diocese is committed to safeguarding everyone involved in its ministries and services but gives special priority to the safety and wellbeing of children and vulnerable adults. All Diocesan personnel are expected to conduct themselves in accordance with the National Catholic Safeguarding Standards in all interactions with children and vulnerable adults.

The *Australian Human Rights Commission Act 1986* (Cth) states that it is not unlawful for an employer to discriminate against an employee based on their criminal history if that history relates to an inherent requirement of the particular job. Therefore, as a recommendation from various Royal Commissions, all paid positions in the Diocese will be conditional on a criminal record check and will be subjected to three yearly checks, as per the Employment Screening Policy.

Organisational Duties and Responsibilities

Policies and Codes of Conduct

Comply with all current and potential policies and codes of conduct applicable to Catholic Diocese of Rockhampton personnel.

Work Health and Safety

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others
- Comply, as far as you are reasonably able, with any reasonable instruction
- Observe all approved policies and/or procedures
- Ensure timely and accurate reporting of all incidents and hazards
- Attend WH&S training

Public Relations

- Always promote a positive image of the Church through professional standards of personal presentation and courteous, respectful behaviour.

Role Purpose

As part of the Diocesan Finance team, the Accounts Administration Officer is responsible for assisting the Financial Accountant to produce timely and accurate financial information for the Catholic Diocese of Rockhampton. The Accounts Administration Officer performs a range of bookkeeping functions for various Diocesan entities and parishes, which enable the fulfilment of internal reporting and external statutory requirements. In this role, the Accounts Administration Officer will come into contact with vulnerable people, children, the disadvantaged, aged and ill.

Key Responsibilities

Bookkeeping

Support the Financial Accountant by:

- Performing data entry
- Coding transactions and processing payments, invoices, income and receipts using accounting software and online banking
- Filing hard and electronic copies of documents
- Completing BAS returns
- Performing regular reconciliations of bank accounts and subsidiary ledgers
- Preparing monthly financial statements including cash flow, profit and loss and balance sheets
- Preparing yearly accounts

Administration

- Assisting with administrative duties for the Diocesan Services Office as required

Challenges

- Meeting deadlines
- Building working relationships with remote staff
- Managing competing priorities

Role Requirements

Qualifications, Experience and Skills

- 3-5 years relevant bookkeeping experience, including use of accounting software such as MYOB
- Accounting or bookkeeping qualifications desirable
- Experience with accounts payable, accounts receivable and general ledger
- Good communication and social skills
- Active participant in the Catholic Church community and/or lifestyle compatible with the values and teachings of the Church
- Thorough knowledge of and commitment to the Diocesan Vision Statement and Values
- Knowledge of and commitment to Catholic Social Teachings
- Strong information technology and social media literacy
- Ability to provide a clear criminal history record check and obtain a Queensland Working with Children (Blue Card) Check, if requested
- Ensure ongoing disclosure of any criminal charges or allegations (current or historic), as soon as possible after such charges come to the employee's attention and in accordance with the Employment Screening Policy as amended from time to time. Failure to comply with this ongoing obligation to disclose may lead to disciplinary action, including dismissal
- Current motor vehicle driver's licence

Key Communications/Relationships

External

- Customers/Suppliers
- Banks
- Australian Taxation Office
- Government Departments

Internal

- Diocesan Clergy
- Bishop's House Staff
- Other Diocesan Agencies
- Parish Staff

Key Selection Criteria

1. Capacity to work enthusiastically within the Ethos, Philosophy, and Structures of the Catholic Church.
2. Relevant bookkeeping experience, including use of accounting software such as MYOB
3. Strong communication, interpersonal and customer management skills with the ability to liaise with a varied customer base and work effectively in a small team environment.
4. Ability to effectively manage time and work schedules, in a semi-autonomous manner.