

**POSITION DESCRIPTION for ACCOUNTS CLERK**

*All employees/workers within Catholic Mission must have a position description.*

<b>Position Title (Generic):</b>	Officer		
<b>Position Title (Specific):</b>	Accounts Clerk		
<b>Reporting to:</b>	Accountant		
<b>Direct Reports:</b>	None		
<b>Position Location:</b>	Corporate Services		
<b>Full Time Equivalent (FTE):</b>	Fixed Term (11 months) Full-time=1.0FTE	<b>Date:</b>	1/03/2019
<b>Financial Authority:</b>	None		
<b>About Catholic Mission</b>	<p>Catholic Mission (CM) is the international mission agency of the Catholic Church in Australia. It comprises the four Pontifical Mission Societies. Locally and globally, we answer the call to love God and to love our neighbour, and work to establish the Reign of God through building communities of missionary disciples who share their faith by proclaiming the Word, supporting Church communities and people in need, acting for justice and creation, and through the Society of the Holy Childhood, adopting child-focused, community-based development programs.</p> <p>Our guiding principles and values are: be prophetic; be theologically grounded; be missionary; be collaborative; be respectful; be affirming; be accountable; celebrate!</p>		
<b>Purpose of Role</b>	<p>This position has a direct reporting line to the Corporate Services Director. The primary purpose of this job is to process accounts and do accounts administration including but not limited to:</p> <ul style="list-style-type: none"> <li>• Providing general accounting and clerical assistance contributing to the effective financial management of CM (ie. Accounts Payable (AP) / Accounts Receivable (AR) processing; Business Credit Card (BCC) statement reconciliation).</li> <li>• Applying accounting principles and procedures to process accounting transactions</li> <li>• Maintaining financial records in accordance with legislation, Australian accounting standards, relevant policies, procedures and guidelines.</li> <li>• Assisting in the development and implementation of policies and procedures to enhance effective and efficient management processes and practices.</li> </ul>		
<b>Primary Duties &amp; Key Performance Indicators (KPIs)</b>			
<b>Key Responsibility Areas – Expected End Results</b>	<b>Key Performance Indicators (KPIs) – Measures of Success</b>		
1. Accounts Receivable/Payable	<ul style="list-style-type: none"> <li>• Complete day to day processing of AP and AR and timely recording of invoices, credit notes, employee reimbursements and BCC statements.</li> <li>• Complete weekly EFT, Cheque and BPAY payments.</li> <li>• Regular filing of documentation.</li> <li>• Address customer, suppliers and employees' queries promptly and participate in reviewing suppliers and activities to create efficiencies.</li> <li>• Generate AR Ageing report by 1<sup>st</sup> working day of the month with receivables no more than 90 days.</li> <li>• Generate Ageing report for BCCs with outstanding statements no more than 60 days.</li> <li>• Ensure that superannuation is paid on or before the 15<sup>th</sup> day of the following month.</li> </ul>		
2. Credit Card Administration	<ul style="list-style-type: none"> <li>• Check coding of expense acquittals and claims</li> </ul>		

3. Comply with CM work health and safety measures and standards.	<ul style="list-style-type: none"> <li>• Safe work practices are observed in accordance with training and instruction given.</li> <li>• Risks/hazards are identified and reported where appropriate, in order to eliminate or prevent the risk recurring.</li> <li>• Consultative processes provided by CM are engaged.</li> </ul>
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**Person Specification**

<b>Essential</b>	<b>Knowledge</b>	<b>Desirable</b>	<b>Knowledge</b>
	<ul style="list-style-type: none"> <li>• General understanding of accounting concepts.</li> </ul>		<ul style="list-style-type: none"> <li>• Understanding of the structure of Catholic Church and its ministries.</li> <li>• Relevant TAFE qualifications would be well received.</li> </ul>
<b>Essential</b>	<b>Experience</b>	<b>Desirable</b>	<b>Experience</b>
	<ul style="list-style-type: none"> <li>• Three years of general accounts experience using a computer based system including:</li> <li>• AP coding, processing and payment.</li> <li>• AR coding, processing and cash receipting.</li> </ul>		<ul style="list-style-type: none"> <li>• Experience in working in a charitable or not-for-profit organisation.</li> </ul>
<b>Essential</b>	<b>Skills</b>	<b>Desirable</b>	<b>Skills</b>
	<ul style="list-style-type: none"> <li>• Relationship-building – ability to build and maintain effective relationships with staff.</li> <li>• Confidentiality – proven ability to maintain confidentiality and tact.</li> <li>• Intermediate use of MS Office applications.</li> <li>• Experienced using accounting software.</li> <li>• Comfortable learning new accounting software</li> <li>• Planning and organisational skills – capacity to meet deadlines and organise work among conflicting demands.</li> <li>• Numerical ability and data entry skills.</li> <li>• Communication – clear and concise communication with staff and external stakeholders.</li> <li>• Customer service focus.</li> <li>• Team orientation.</li> <li>• High attention to detail.</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>✓ A Criminal History Check is required for this position.</li> <li>✓ Must be eligible to work in Australia.</li> </ul>		

**Key Stakeholders/Relationships**

<b>Internal</b>	<ul style="list-style-type: none"> <li>• Executive Management Team</li> <li>• All staff</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Auditors</li> <li>• Bank Officers</li> </ul>

**PREPARED BY**

<b>Manager's Name</b>	Andrew Hurt	<b>Manager's Name</b>	Sharon Messina
<b>Manager's Position Title</b>	Corporate Services Director	<b>Manager's Position Title</b>	HR Director
<b>Date</b>	4/03/2019	<b>Date</b>	4/03/2019

**AUTHORISATION: 2<sup>nd</sup> Level**

<b>Name</b>	Brian Lucas
<b>Manager's Position Title</b>	National Director
<b>Date</b>	4/03/2019