



Christian Brothers Oceania Province

Position Description

Title: Accounts & Payroll Officer

Reports to: Finance Manager

Based at: Treacy Centre – Parkville, Victoria

Employment: Part time (0.6) Ongoing (Must work Mondays)

Background:

Participation in the work of the Oceania Province offers a genuine invitation to participate in Mission. Mission asks us to be consciously and compassionately present to the needs of the world, especially those made poor and marginalised. Authentic mission engagement sheds light on situations in which the dignity of life is being denied and offers instead God's radical version of wholeness as embodied in the life and teaching of Jesus. Emerging from its most recent 2014 congregation discernment this is expressed as being "Drawn by Mystery, Destined for Life", recognising that it is the agenda of the world that sets the mission direction to be pursued by the Church and our Congregation.

The Congregation of the Christian brothers, active as the Oceania Province, participates in this Mission faithful to the charism of the founder blessed Edmund Rice with the Province currently operating in Australia, Papua New Guinea, New Zealand and the Philippines. Presence, Compassion and Liberation are the cornerstone values guiding the community engagement orientation of its work. Such an orientation is a gospel-based and counter-cultural call to form joy-filled communities of inclusivity, deep listening and right relationship that radiate love and contribute to a sustainable whole Earth Community. The Resources Directorate supports the Congregational endeavours within the Oceania Province.

Position's Purpose:

To assist the Province in the provision of accounting services for Province entities and ministries by:

- Processing accounts payable, accounts receivable to ensure efficient, timely and accurate processing of payments and collection of funds
- computing, classifying, and recording data associated with AP, AR and Payroll financial transactions
- keeping financial records complete to ensure the production of accurate financial statements for the Province and its ministries
- assisting with the maintenance of debtors and creditors ledgers for all entities
- Prepare and process payroll (Greentree/MYOB) on a fortnightly basis

Organisation:

The Christian Brothers Oceania Province is a not-for-profit organisation founded on the values and charism of Edmund Rice to help transform the lives of those who are poor, neglected and those relegated to the margins of mainstream society. This charism is perpetuated throughout our different entities and expressions which extend both locally, nationally and overseas.

Key Accountabilities and Responsibilities:

<p>Accounts Payable & Accounts Receivable</p>	<ul style="list-style-type: none"> • Accurately process Accounts Payable and Receivable documents daily, ensuring the appropriate approval levels have been obtained prior to processing of the account and ensuring all invoices and payments are prepared and processed in a timely manner and within due dates. • Ensure receipts are prepared, recorded and reconciled on a timely and regular basis • File batch reports and other documents in a timely manner • Prepare and maintain reconciliations, as requested, to support and verify financial records.
<p>Payroll</p>	<p>As requested:</p> <ul style="list-style-type: none"> • Prepare and process payroll (Greentree/MYOB) on a fortnightly basis, ensuring timesheets and relevant documents are filed appropriately. • Ensure the payroll mailbox is cleared daily and that all correspondence and telephone enquiries are attended to promptly. • Assist the Financial and Payroll Accountant in the preparation of superannuation payments via super clearing house (SuperStream) on a monthly basis for all Province entities using Online Pro and Online Q. • Oversee the New Zealand payroll through payroll on a fortnightly basis and ensure all leave is appropriately recorded as advised. • Ensure processes and necessary reporting is carried out for 'One Touch' Payroll.
<p>Other responsibilities</p>	<ul style="list-style-type: none"> • Maintain an appropriate filing system for accounting entries. • Provide general and specialised support to all members within the Finance Office Team, personnel of the Province and ministries. • Apply quality management and continuous improvement processes to all activities under direct control. • Assist in ensuring that the Christian Brothers Oceania Province and ministries fulfil their legal obligations with respect to accounting records. • Provide support to the Finance manager as required, including providing assistance in the preparation of reports, annual budgets and cash forecasts etc. • Work with the Financial Accountants to maintain and refine the existing procedures set in place to plan and monitor the financial aspects of the province's operation. • Carry out other duties as reasonably requested by the Finance Manager or delegates
<p>General</p>	<ul style="list-style-type: none"> • Apply quality management and continuous improvement processes to all activities under direct control. • Maintain effective working relationships across various functions. • Other duties as assigned by the Finance Manager or delegate(s).
<p>Teamwork</p>	<ul style="list-style-type: none"> • Participate in team meetings • Liaise with and assist various office and team members within the Oceania Province, Oceania Support centre, other ministries and brothers. • Liaise and communicate with external entities supporting the Edmund Rice mission.
<p>Key Stakeholders:</p>	<ul style="list-style-type: none"> • Christian Brothers Oceania Leadership Team • The position reports to the Finance Manager or delegate(s). • Significant business relationships exist with personnel in offices of this and other entities of the Edmund Rice network.
<p>Leadership Vision and Values:</p>	<ul style="list-style-type: none"> • Contemplation that enables deep listening and sharing our life. • Gentleness-bring people of love hope and joy, we act with newfound humility. • Simplicity-living a simple lifestyle with all creation. • Transformation that opens us to the quiet voices and risks responding collaboratively. • Solidarity and connection with all made poor

*Carry out other duties as reasonably requested by Finance Manager or delegate(s).

Corporate Accountabilities and Responsibilities

Operate as a Team Member	<ul style="list-style-type: none"> Contribute to the efficient and effective functioning of the team in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance and support to team members and personnel of Christian Brothers Oceania, and undertaking other key responsibilities or activities as directed by Management.
Diversity	<ul style="list-style-type: none"> Demonstrate a commitment to the value of diversity by being open to the perspective of others and being courteous and respectful.
Work Health and Safety	<ul style="list-style-type: none"> Be proactive in caring for the health and safety of all people working within Christian Brothers Oceania. Proactively ensure all appropriate actions are taken to implement WHS policies, procedures, training and legislative requirements Actively participate in training, report hazards and speak up when behaviour is not acceptable
Safeguarding of Children and Vulnerable Adults	<ul style="list-style-type: none"> At all times act within the organisation's Child and Vulnerable Adults policies, code of conduct and procedures and commit to the fostering of a culture of safety and care for the protection of children and vulnerable adults and a zero-tolerance approach to any abuse. Ensure all relevant legislative and regulatory requirements are met including undertaking screening for suitability to work with children, youth and vulnerable people. If working with children, demonstrate an understanding of children's development needs and culturally safe practices. Follow procedures in relation to identifying and reporting child abuse Participate in ongoing Child safety training and supervision
Risk and Governance	<ul style="list-style-type: none"> Operate in line with the Christian Brothers policies, code of conduct, ethics and values Actively participate in training and report risks
Continuous Improvement	<ul style="list-style-type: none"> Apply quality management and continuous improvement processes to all activities under direct control. Christian Brothers Oceania Province recognizes that the skills and knowledge of its employees are critical to the success of the organization. Hence, Christian Brothers Oceania: <ul style="list-style-type: none"> Encourages continuous improvement through educational and formation channels; so that employees can maintain and improve job-related skills or enhance their ability. Expects personnel to continually explore, develop and participate in activities including performance reviews, training and formation initiatives that lead to continuous improvement, professional development and a deeper understanding of and commitment to the Edmund Rice ethos.
Authority Limits	<ul style="list-style-type: none"> All expenses incurred must be in accordance with budget parameters, policies and procedural requirements and be preapproved.
Qualifications and Experience	<ul style="list-style-type: none"> Suitable experience in an AP/AR role Suitable experience in Payroll Candidate appointment is based on having or obtaining a Working With Children Check Proof of vaccination
Knowledge and Skills	<p>Essential</p> <ul style="list-style-type: none"> Proficient in the use of Microsoft Excel and Word databases. High attention to detail Ability to multitask and prioritise work tasks Excellent organisational skills Problem solving ability Ability to work independently Strong written and verbal communication skills

The Employer reserves the right to vary this position description in response to its changing needs.

Statement by the Employer:

The information detailed above is an accurate statement of the responsibilities/accountabilities of this position.

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Employer's Representative's Signature

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Date

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Employer Name

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Title

Agreed by the Employee:

The below signed acknowledges that they have read the above position description and understands and accepts the responsibilities/accountabilities of this position.

.....
Employee's Signature

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Date

.....
Employee's Name

TOCB is a child safe organisation, committed to the protection of children and vulnerable adults and has zero tolerance of any abuse.

As per our COVID-19 Vaccination Policy, employees need to be fully vaccinated or hold a valid medical exemption.