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Position Description

Title: Accountant

Department: Finance

Location: 486 Albert St, East Melbourne

Employment Status: Full Time, Fixed Term Contract (6 months)

Reports to: Financial Controller

Number of direct reports: n/a

# Position Purpose

This is a fixed term contract role that will support the Finance team with general accounting tasks and responsibilities, including the preparation of land tax and other compliance-related returns.

This role collaborates closely with internal teams, parishes, and external stakeholders in the accurate and efficient execution of accounting processes in alignment with internal policies and regulatory requirements.

# Department Overview

CAM’s finance function seeks to provide the efficient management of financial resources to ensure sustainability and viable growth over the long term. The department is responsible for financial reporting and tax compliance, treasury and cash management, financial planning and capital budgeting of CAM and other related entities, including Roman Catholic Trust Corporation (RCTC), Corpus Christi, MACF and Catholic Theological College/Mannix Library.

# Organisational Description

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support including pastoral, educational, social welfare and administrative support.

Under the guidance of four key priorities outlined by the Archbishop, the works and activities of the Archdiocese are oriented towards a missionary focus to address the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor and the Broken.

This is achieved through a pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

# Key Accountabilities

**General Accounting**

* Perform general accounting tasks across accounts payable and receivable, account reconciliation, and financial statement preparation.
* Assist in the preparation of land tax returns and other compliance reports and submissions.
* Develop tools, templates, procedural documents and policies.
* Assist with the delivery of special projects and ad hoc requests.
* Collaborate with internal departments, parishes, and external stakeholders to ensure smooth execution of accounting processes and tasks.

**Other**

* The Archdiocese may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience and ability.
* Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

# Job Competencies – (skills)

* Degree or diploma in Finance, Accounting, or a related field (including relevant experience).
* Strong attention to detail and accuracy in financial reporting.
* Proficiency in financial management software and Microsoft Office Suite (especially Excel).
* Good analytical and problem-solving skills.
* Strong commercial awareness.
* Previous experience in the preparation of land tax and other compliance returns (desirable).
* National Police record and Working with Children Checks (essential).

# Personal Competencies – (attributes)

* High level of integrity, honesty and confidentiality, with an awareness and appreciation of Catholic Social Teaching.
* Sound time-management skills and ability to prioritise.
* Excellent interpersonal, verbal and written communication skills.
* Ability to work collaboratively within and across departments, agencies, ministries and parishes of the Catholic Archdiocese of Melbourne and its partners.

# Key Selection Criteria

* Degree qualified in Finance, Accounting, or a related field, plus demonstrated experience in a similar role.
* Demonstrated analytical skills and high attention to detail.
* Strong commercial awareness.

# Position Description Acknowledgement

By signing my contract, I acknowledge that I have received, reviewed and fully understand the position description for Accountant. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: [**insert name**] Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_