

CATHOLIC  
DIOCESE  
of  
BALLARAT



## Accountant Position Description



Please email applications to [ross.wheatland@ballarat.catholic.org.au](mailto:ross.wheatland@ballarat.catholic.org.au)

or post to:

Diocesan Business Manager  
P.O. Box 576  
Ballarat Vic 3353

Enquiries: 03 5337 7126



## Position Description

<b>Position Title:</b>	Accountant
<b>Reports to:</b>	Diocesan Business Manager
<b>Employment Status:</b>	0.8 EFT (4 days per week)
<b>Classification:</b>	Diocesan Salary Scale G/1

### ORGANISATION:

The Catholic Diocese of Ballarat is currently celebrating its 150<sup>th</sup> year. It is a diverse and geographically extensive Diocese and one of the 4 Victorian dioceses. It encompasses a large part of Western Victoria which stretches out from Ballarat, North to the Murray River, West to the South Australian Border and South to the Southern Ocean.

### PURPOSE OF POSITION:

The Catholic Diocese of Ballarat “The Diocese” requires a qualified accountant to assist the Business Manager in the day-to-day financial operations of the diocese and its associated entities. The accountant will work in a small but very dedicated finance team based in Central Ballarat. The role requires an efficient and technology savvy individual who can promote positive systems change and support stakeholders both internally and remotely on most financial matters. There will be a requirement to travel regionally from time to time to support remote entities.

### DUTIES:

- Preparation and completion of GST/BAS, Franking credits, FBT, WorkCover accounts payable/receivable, general ledger reconciliations and other general accounting tasks
- Assisting in the preparation of Annual Reports including supporting the external audit process.
- Preparation of monthly financial reporting including income and cashflow management, budget forecasting and general reporting as required.
- Reconciliation of Diocesan Trust Accounts
- Assistance and advice to parishes in matters of finance and administration including accounting system support.
- Assistance and support for the accounts payable/receivable and payroll process where required.
- Maintenance & development of Diocesan asset register
- Proactively contribute to the ongoing continuous improvement, development, and maintenance of the finance systems
- Actively contribute to and work with the finance team in a positive and friendly manner.





## **QUALIFICATIONS, SKILL, AND EXPERIENCE:**

- Degree Qualified in Accounting/Commerce/Business
- CA/CPA Qualified
- 5+ years' experience in the Finance/Accounting industry.
- Ability to produce accurate reports in a timely manner.
- Extensive experience in the operation and implementation of online accounting systems (Xero & Reckon).
- Advanced time management skills
- Ability to work both independently and within a team.
- Great communication skills – both written and verbal.
- Current Australian Drivers Licence
- An understanding of the Catholic Church and Catholic ethos would be an advantage.
- Ideally a background in the Not-for-Profit space
- Exposure to grant funding processes also an advantage

## **SAFETY OF CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK**

- As an employee of the Catholic Diocese of Ballarat you will hold the care, safety and wellbeing of children, young people, and adults at risk as a central and fundamental responsibility.
- As an employee of the diocese, you will have zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously and reported in line with our legal obligations, our moral obligations and church policies.
- Creating a child safe environment is a dynamic process that involves active participation and responsibility by all church stakeholders. It is marked by collaboration, vigilance and proactive approaches across policies, procedures, and practices.

## **WORKPLACE HEALTH & SAFETY**

- Observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task, or person specific or related to safety.
- Promote and implement occupational health and safety and risk mitigation processes within your workgroup.
- Comply with Diocesan occupational health and safety practices.
- Identify, report and where appropriate, action risks/hazards to eliminate or mitigate against the risk of recurring.
- Participate in the consultative processes provided by the organisation.



## **CRIMINAL SCREENING AND WORKING RIGHTS**

1. Current National Police records check (within last 3 months)
2. Current Working with Children records check, and
3. Hold a valid Australian Working right.

## **POSITION DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed, and fully understand the content of this position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ \ \_\_\_\_\_ \ \_\_\_\_\_