



## GROUP ACCOUNTANT

### ORGANISATIONAL OVERVIEW:

International Network of Churches was birthed as Christian Outreach Centre in 1974 in Brisbane, Queensland. It has a proud history of a connectional system of governance that includes 120+ churches, a tertiary institution, four P-12 schools, nine early learning centres and key charities such as Global Care and Red Frogs Australia.

As a Letters Patent Body, the group has a governance structure where local financial management is overseen by a Committee of Management, reporting to the Operations Board for the financial and asset management. Financial reporting requires application of consistent accounting policy, chart of accounts and preparation of special purpose financial reports.

### ROLE OVERVIEW:

The Group Accountant is a new role to be positioned within the INC Office (with offices across Springwood and Burleigh Heads) that will be essential in the annual consolidation and reporting process.

### RESPONSIBILITIES:

The Group Accountant is responsible for:

- Consistent application of the Group Accounting Policy, including ensuring the currency of its content to current Australian Accounting standards;
- Training resources and support to local sites in the preparation and finalisation of compilation or audited financial statements;
- Monitoring the lodgement of local site data for consolidation;
- Preparation of the group's consolidated annual financial statements for presentation to external auditors;
- Introducing processes to produce quarterly group management reports;
- Liaising with the external component and group auditors;
- Reporting back to local sites of improvements and variances from accounting policy;
- Reporting to the Operations Board of group financial performance;
- Implementing continual quality improvement measures for financial reporting;
- Liaising with the Australian Taxation Office including branch issues, ICA statements, registrations and access management;
- Managing the Department of Education Acquittals at Approved Authority level;
- Producing up to date training resources for local sites on various financial information such as stipends, PAYGW, fringe benefits, stamp duty, depreciation, insurance values, etc.

- Providing financial accounting assessments on Operations Board as required;
- Providing financial assessments on new ventures as required;
- Learning and understanding other financial aspects of the group including the treasury operations and Operations Board processes.

**SKILLS AND ATTRIBUTES:**

- An active member of an INC location and ability to agree to the Declaration of Faith;
- CA or CPA with min. four years' experience within a Financial Reporting role;
- Ability to work autonomously and as part of a broader team;
- Strong level of accuracy and attention to detail;
- Ability to liaise with local contacts with varying levels of accounting knowledge and expertise;
- Ability to take on responsibility and accountability;
- Ability to meet deadlines;
- Ability to solve problems;
- Advance skills in Excel and accounting software such as Xero, MYOB and QuickBooks.

**TO APPLY:**

Please provide a cover letter with CV and minimum three referees including a pastoral referee to [recruitment@inc.org.au](mailto:recruitment@inc.org.au).