

COPTIC ORTHODOX DIOCESE OF MELBOURNE

POSITION AND PERSON SPECIFICATION

POSITION TITLE: ACCOUNTANT
REPORTS TO: Sub committee of the Finance Committee
CURRENT AS AT: 15 October, 2014

A. DIOCESE OF MELBOURNE AND AFFILIATED REGION

The Diocese of Melbourne is headed by His Grace Bishop Suriel and its headquarters are located at Donvale, Victoria.

It covers all states and territories on mainland Australia, save for New South Wales, Queensland and the Northern Territory. It also covers New Zealand and the South Pacific including Fiji.

The Diocese comprises twenty three churches, one school, (St Mary's Coptic Orthodox College, Coolaroo, Victoria one aged care facility (Coptic Village, a hostel at Hallam, Victoria), a monastery (Monastery of St Anthony's at Heathcote, Victoria) and a theological college (St Athanasius Coptic Orthodox Theological College, Donvale, Victoria) and one orphanage (Fiji).

Our Churches

St Mary, Kensington, Victoria
St Mark, Preston Victoria
St Anthony and Archangel Michael, Oakleigh, Victoria
St George, St Albans, Victoria
St Mina and St Marina, Hallam, Victoria
St Bishoy and St Shenouda, Bulleen, Victoria
St Athanasius, Donvale, Victoria
St. Verena and St Bishoy, Melbourne CBD, Victoria
St Verena and St Bishoy, Armadale, Victoria
St Macaruis, South Morang, Victoria
St Paul Bendigo, Victoria
St Mary and St Bishoy, Cowandilla, South Australia
St George and St Shenouda, Hutsfield Heights, South Australia
St Mary and Archangel Michael, East Victoria Park, Western Australia
St Mark and St George Wanneroo, Western Australia
St Mark Kaleen, ACT
St Mark, Auckland, New Zealand
St Mary and St Athanasius, Christchurch, New Zealand
Archangel Michael, Dunedin, New Zealand
St. Mary and St. Mina, Wellington, New Zealand
St Mark Church, Suva, Fiji
St. Mary, Taveuni, Fiji
St. George, Nadi, Fiji

Our Theological College

St Athanasius Coptic Orthodox Theological College (SACOTC) was established in 2000 and is the tertiary education institution of the Coptic Orthodox Diocese of Melbourne and its Affiliated Regions. The College is named after the great pillar and doctor of the Church - St Athanasius the Apostolic (20th Pope of Alexandria), also known as Athanasius Contra Mundum (Against the World) because he stood in defence of the biblical doctrine of Christ. The College strives to faithfully witness to the Message of the Gospel, and also aims to provide an exciting and authentic learning environment to those who are keen to learn about Orthodox Christianity, its history, and teachings. SACOTC is the first Coptic Orthodox Theological College in the world to receive accreditation through the University of Divinity.

More information about the diocese of Melbourne and its affiliated regions can be obtained from its web site which can be located at <http://www.melbcopts.org.au/>

B. ROLE SPECIFICATION

1. General

The relationship with the Sub Committee and by extension the Finance Committee, is crucial to the success or otherwise of this position. The Committee looks to the Accountant for a succinct and honest presentation of the financial situation in the diocese and its affiliated regions.

The diocese has grown significantly from having no churches in Australia when Bishop Suriel and his family migrated in 1967 to where it is today. With the creation of this position, the Diocese is looking to adopt a more sophisticated approach to managing its business operations. However, the bishop and his clergy as well as the Accountant will, in the main continue, to rely on a volunteer workforce. The Accountant's position is therefore, very much a 'hands on' role.

Subject to the direction of the Sub Committee, the Accountant will be responsible for managing the diocesan accounting function for the diocese, including its churches and divisions.

2. Accounting Function

- a. Accounts payable and accounts receivable end to end process
- b. Cash management
- c. Preparation and maintenance of Asset list
- d. Review and conduct assessments of current bookkeeping, accounting and internal management reporting processes, resolve identified issues, and ensure that as a minimum, basic reporting is in place to achieve financial control of the divisions.
- e. Identification and implementation of an electronic accounting system to support the operations of the Diocese and which recognises the volunteer nature of much of the workforce.
- f. Analyse and review diocesan financial information and accounts and prepare periodical consolidated financial statements.
- g. Establish and implement an appropriate set of internal controls for the Diocese, churches and other divisions.

- h. Establish and implement a budgeting system for the Diocese, churches and other divisions.
- i. Prepare/assist in the preparation of budgets, financial statements, cash flows and management reports, analyse results and prepare commentary on outcomes, highlighting identified issues and reasons for variances against objectives.
- j. Work with others (usually volunteers) towards improving existing levels of recording, reporting and financial control, and ensure periodic financial statements are prepared in a manner, which will satisfy relevant compliance requirements.
- k. Ensure regulatory compliance.
- l. Prepare required financial returns, including Taxation Returns, Business/Instalment Activity Statements, Fringe Benefits Tax, Payroll Tax, Superannuation Guarantee Returns, WorkCover, PAYG reconciliations, and the like to meet relevant compliance requirements.
- m. Liaise with the ATO on pay arrangements following assessment, queries following assessment, lodgement issues and the like on tax related matters.
- n. Day to day office duties

3. Insurance Risk

Management of insurance risk and the associated tasks will be another responsibility of the Accountant.

C. PERSON SPECIFICATION

1. Formal accounting qualifications and eligible for membership of the Institute of Chartered Accountants in Australia (CA) or Certified Practising Accountants, Australia (CPA).
2. 5-7 years related experience
3. Be a self-motivated person who works both independently and in a team environment
4. The capacity to initiate and develop new processes
5. Demonstrate hands-on accounting experience including the use of accountancy software
6. Proven ability to consult, delegate, analyse and plan
7. Must have flexible working hours
8. A strong commitment to the values and practices of the Christian faith demonstrated by an active and ideally public faith life. The incumbent will need to be reasonably conversant with contemporary challenges confronting Christian churches at local, national and global levels. The incumbent must be willing to appreciate and respect the doctrines, beliefs and principles of the Coptic Orthodox Faith.
9. Outstanding interpersonal skills are essential. The incumbent needs to be capable of developing sound working relations with all levels in the Church and with a minimum of direction.
10. Strong oral and written communication skills

D. OTHER INFORMATION

1. A one year fixed term contract with a three month probation period will be offered to the successful candidate.
2. An appropriate remuneration package is on offer.
3. The successful candidate will need to be available to travel across the Diocese on a regular basis.