



POSITION DESCRIPTION

ACCOUNTANT

ABOUT THE UNITING CHURCH IN AUSTRALIA – NATIONAL ASSEMBLY

The Uniting Church in Australia (UCA) is one of the largest Christian denominations in the country, formed in 1977 as a union of the Congregational, Methodist and Presbyterian traditions. The Church is committed to following Jesus, working for justice, growing disciples, and serving communities across urban, regional and remote Australia. With approximately 1,600 congregations worshipping in over 45 languages—including several First Nations languages—the UCA is a diverse and inclusive faith community. UCA National Assembly is the National body of The Uniting Church in Australia. The National Assembly supports the Church's theological, justice, and missional work across the nation and in global partnerships throughout the Pacific, Asia, and Africa. At the heart of our identity is a belief that all people are made in the image of God, and we seek to live out our faith through compassion, equity, stewardship, and reconciliation.

ABOUT THE ROLE

The accountant is responsible for ensuring accurate financial processing and reporting, compliance with accounting standards and taxation requirements, and the efficient execution of month-end and year-end processes. This role also plays a key part in supporting and mentoring junior finance staff and driving continuous improvement across financial operations.

KEY RESPONSIBILITIES

- Performing weekly bank reconciliations for all bank accounts, ensuring timely resolution of variances.
- Preparation and completion of month end checklist each month with management approval.
- Posting and verifying fortnightly payroll journals, including associated accruals and prepayments.
- Managing the prepayments schedule and ensuring accurate and timely expense recognition.
- Maintaining a Synod Contribution / Grant Payment Schedule, ensuring proper tracking and disbursement.
- Preparing and posting monthly accruals and standing journals, including review and adjustments as necessary.
- Performing monthly inter-company balance clearing across National Assembly and related entities.
- Reviewing general ledger transactions and cost centre allocations; developing tools to support monthly financial review and analysis.
- Participating in the annual budget and forecasting process, including liaison with stakeholders to understand expected income and expenditure.
- Provide key analysis on the budget vs actual variance on a monthly basis.
- Preparation of acquittals reporting as and when required.
- Ensure adherence to separation of duties requirements, with all GL master files changes to be approved by the relevant manager.
- Preparing and lodging statutory tax returns including BAS, IAS, FBT, and Franking Credits, in compliance with ATO obligations.
- Reconciling tax liability GL accounts against ATO statements and resolving discrepancies.
- Assisting the accounts officer with credit card expense postings, ensuring compliance with finance



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policies and correct coding.

- Maintaining monthly lease accounting schedules in line with AASB 16 and posting relevant lease journals.
- Performing annual reconciliations of lease liabilities, assets, and expenses for financial reporting and audit.
- Preparing and posting investment journals (mark-to-market adjustments, distributions, amortisation) on a monthly or quarterly basis.
- Tracking and posting Ministers Benefit Account movements on a semi-annual basis.
- Lead the balance sheet reconciliation process, creating and maintaining a structured system to:
 - Maintain reconciliations monthly schedules
 - Identify and follow up on outstanding items and explaining variances
 - Resolve issues proactively by taking corrective action on a monthly basis
 - Ensure reconciliations remain accurate, current, and audit-ready with supporting documentation
- Managing year-end close activities, including preparation of accruals, reversals, and inter-entity balance reconciliation.
- Act as the primary point of contact for external auditors, coordinating the timely provision of requested schedules, reports, and supporting documents.
- Support the Finance Manager in the preparation of Annual Financial Statements, ensuring accuracy, completeness, and compliance with relevant accounting standards.
- Providing high-quality support to the Assembly and related agencies – including the UW Head of Finance, fostering positive working relationships and timely service delivery.
- Reviewing AP, AR, and Fixed Asset reports to ensure completeness and accuracy of financial data.
- Mentoring and managing an Accounts Officer, including supervision of day-to-day activities, skills development, and workload coordination.
- Provide responsive and high-quality financial support to internal stakeholders across the Assembly and its related entities.
- Supporting continuous improvement initiatives within the finance function, contributing to the enhancement of systems, policies, and internal controls.
- Additional duties as required

KEY RELATIONSHIPS

INTERNAL

- Accounts Officer
- Finance Manager – Assembly
- Head of Finance – UnitingWorld
- Operations Manager – Frontier Services
- Operations Manager - Assembly
- National Director – Strategic Finance and Admin
- Directors of Assembly and its related entities

EXTERNAL

- Auditors
 - Government bodies
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KEY CAPABILITIES

- Tertiary qualifications in Accounting or Finance.
- CPA or CA qualified, with demonstrated application of technical accounting principles.



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- Experience in dealing with a portfolio of clients, demonstrating the ability to manage competing priorities and stakeholder needs.
 - Ideally a minimum of 5 years' experience in a finance related role, ideally within a multi-entity or not-for-profit environment.
 - Strong working knowledge of accounting standards, GST, NFP and relevant tax legislation.
 - Proven attention to detail, with the ability to identify anomalies, investigate discrepancies, and ensure accuracy in financial records.
 - Excellent problem-solving and analytical skills; proactive and with a can-do attitude and the confidence to question irregularities or raise issues constructively.
 - Strong written and verbal communication and interpersonal skills, with the ability to engage across all levels of the organisation.
 - Demonstrated people management or mentoring experience.
 - Hands-on experience in month-end processes, including journals, bank reconciliations, accruals, prepayments, and balance sheet reconciliations.
 - Demonstrated ability to maintain confidentiality of written materials and information
 - Preferable - Proficiency in Microsoft Dynamics 365 (Business Central) or similar ERP systems.
 - High level of computer literacy, with advanced skills in Microsoft Excel, and strong capability in Word and Outlook.
 - A proactive and flexible attitude, with a willingness to embrace challenges and support the broader objectives of the Assembly and its related entities.
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WHY WORK WITH US

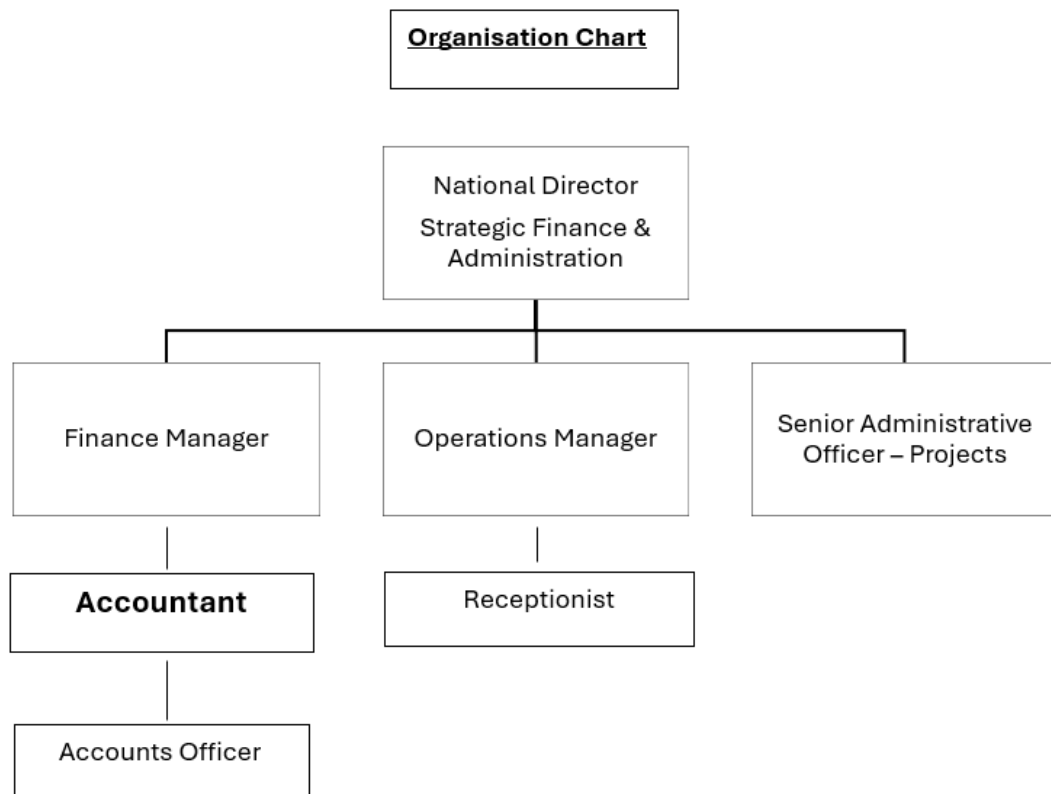
The Uniting Church in Australia – National Assembly offers a collaborative, values-driven work environment with a strong sense of purpose. We support work-life balance and professional growth through:

- A hybrid work culture.
- A convenient CBD-based office location.
- Opportunities for ongoing learning and development.
- Being part of a diverse and inclusive organisation committed to justice, reconciliation, and service.
- A supportive team environment that encourages innovation, initiative, and continuous improvement.
- The chance to contribute meaningfully to the mission and work of the Uniting Church in Australia and its partner agencies.



ROLE OVERVIEW

Classification: Award Free
Employment Type: Permanent / Full Time
Appointing Body: Uniting Church in Australia – National Assembly
Team: ARU – Finance & Admin Team
Reports to: Finance Manager
Created by: Jahanzeb Durrani, Finance Manager
Approved by: Leo Iosifidis, National Director, Strategic Finance and Administration.



Position Holders Name:		Manager Name:	
		Title:	
Date:		Date:	
Signature:		Signature:	