



POSITION DESCRIPTION

ACCOUNTS OFFICER

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 Accounts Officer is responsible for supporting the delivery of accurate, efficient, and timely financial operations that align with the Assembly's strategic objectives.

KEY RESPONSIBILITIES

Key areas of responsibility include:

- Supporting the Accountant and Finance Manager (Assembly), and Head of Finance (UnitingWorld) in the delivery of financial services, reporting, and operational compliance.
- Managing Accounts Payable, including data entry, supplier statement reconciliations, and weekly payment runs using Microsoft Dynamics 365 Business Central.
- Managing Accounts Receivable, including generating invoices, receipting, recharging, account maintenance, monthly reconciliations, and active follow-up of outstanding debts.
- Review AP and AR aging reports monthly ensuring any open items greater than 30 days are actioned appropriately.
- All payments and credits are correctly allocated daily.
- Reconcile AP and AR reports to the GL on monthly basis.
- Complete required tasks as set out on each month-end checklist by the required date.
- Ensure adherence to separation of duties requirements i.e. All AP and AR master changes are approved by relevant manager.
- Ensure all invoices are accurately processed including coding with supporting documentation attached.
- Ensure all invoices are properly approved by manager in line with delegations.
- Coordinating fortnightly debtor communications to relevant agencies to ensure timely collection of overdue amounts.
- Initiating domestic and overseas payments, including recurring payments via platforms such as StoneX and Westpac.
- Maintaining the Fixed Asset Register, ensuring accurate recording of asset additions, disposals, revaluations, and processing monthly depreciation entries.
- Assisting in the reconciliation of bank accounts and monitoring cashflow.



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- Overseeing the credit card expense management system, monitoring transaction approvals, and reconciling monthly activity.
 - Actively following up on outstanding FCM and unreconciled credit card transactions to ensure timely resolution.
 - Maintaining accurate and well-organised financial records, including uploading and managing relevant documentation and reports in SharePoint for accessibility and audit readiness.
 - Keeping the Accounts Payable / Accounts Receivable Finance Manual up to date to reflect current processes, systems, and internal controls.
 - Delivering high-quality service and support to internal and external stakeholders, fostering strong working relationships and effective communication.
 - Contributing to the continuous improvement of finance policies, systems, and procedures to enhance efficiency, transparency, and accountability.
 - Additional duties as required
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KEY RELATIONSHIPS

INTERNAL

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

EXTERNAL

- Creditors
 - Debtors
 - Auditors
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KEY CAPABILITIES

- Preferable tertiary qualification in Accounting or a related field.
- Demonstrated experience in a finance role within a complex organisation, with a strong focus on:
 - Accounts Payable – processing invoices, managing payment cycles, and reconciling supplier accounts.
 - Accounts Receivable – issuing invoices, following up on outstanding payments, and managing debtor accounts.
- General accounting and reconciliation tasks.
- Preferable - Prior experience using Microsoft Dynamics 365 Business Central or similar ERP systems.
- Experience in the Not-for-Profit sector and an understanding of sector-specific compliance and reporting requirements.
- Meticulous attention to detail with the ability to identify errors, inconsistencies or irregularities and ensure high levels of data accuracy.
- Proven ability to develop and maintain tracking systems and processes to monitor payment workflows, requests, and outstanding actions.
- Strong sense of accountability and ownership of tasks, with a proactive approach to resolving issues and improving processes.
- Ability to work collaboratively across teams, building productive relationships and contributing to shared organisational goals.



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- Excellent oral and written communication skills, with the confidence to engage stakeholders and address sensitive or complex issues.
 - Strong problem-solving and analytical skills, with the ability to research, interpret data, assess risk and propose practical solutions.
 - Ability to manage competing priorities and meet deadlines in a dynamic environment, while maintaining accuracy and professionalism.
 - Demonstrated discretion and ability to handle confidential information with integrity.
 - Advanced computer literacy, especially in Microsoft Excel and other Microsoft 365 applications.
 - 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

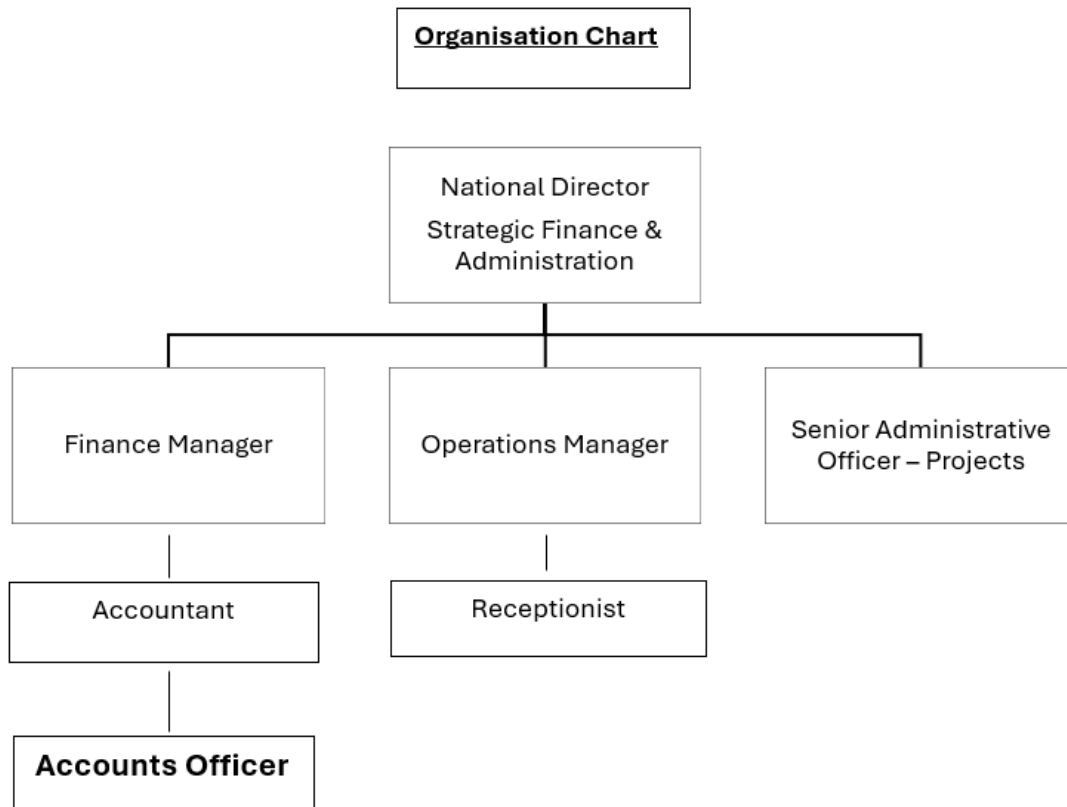
The Uniting Church in Australia – National Assembly offers a collaborative, values-driven work environment with a strong sense of purpose. We support work-life balance and professional growth through:

- 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: Clerks – Private Sector Award (2010) – Level 4
Employment Type: Permanent / Full Time
Appointing Body: Uniting Church in Australia – National Assembly
Team: ARU - Finance & Admin Team
Reports to: Accountant
Created by: Jahanzeb Durrani, Finance Manager
Approved by: Leo Iosifidis, National Director, Strategic Finance and Administration.



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