

## FINANCE AND RESOURCING SUPPORT OFFICER

**Location:** Mile End, Adelaide, SA

**Position Type:** Full time

**Reporting To:** General Manager – Operations

**Salary:** Negotiable, based on experience

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### About Churches of Christ in SA and NT Inc.

Churches of Christ in SA and NT Inc. are a movement of almost 60 churches Christian across South Australia and the Northern Territory, many of whom enjoy a rich heritage of serving their communities for 100 years or more. Our churches are supported by a State Ministry Team, who exist to lead and resource the movement into the future by offering a variety of leadership and support services (for more information, please visit our main website [www.churchesofchrist-sa.org.au](http://www.churchesofchrist-sa.org.au)).

### Job Requirements

- Provision of **financial accounting duties**, including accounts payable, accounts receivable, payroll, general ledger, compliance, and management reporting.
- Supporting the **rollout and ongoing administration** of banking and insurance services in conjunction with **Churches of Christ Financial Services** ([www.ccfsaustralia.org.au](http://www.ccfsaustralia.org.au)), including assisting the General Manager with business development and customer support activities.
- **Liaison** with churches and church agencies with respect to financial, administrative, and operational enquiries.
- Assist the General Manager with ongoing **improvement initiatives**.

### Essential Skills and Experience

- Competency in **financial accounting and reporting**, including the proficient use of financial accounting systems, and knowledge of compliance requirements. **Qualification** in accounting or finance.
- Demonstrated **computer literacy**, with an intermediate level Microsoft Office knowledge, website and data entry skills, excellent writing and general communication skills.
- Experience in **customer service and support**, being efficient and reliable provision of all customer service requirements, and possessing an articulate, pleasant, welcoming and helpful personality and phone manner.
- Ability to **multi-task** and work autonomously.

An ability to understand and empathise with the vision, mission and values of the Churches of Christ movement is essential. Our culture is based on integrity, respect, collaboration and faith. The successful applicant will work as part of a ministry team of committed, energetic and enthusiastic people, who support our churches, ministries and adherents of the Churches of Christ in South Australia and beyond.

For more information, please contact Phil Burgess on (08) 8443 7572. To apply, send your resume to [pburgess@churchesofchrist-sa.org.au](mailto:pburgess@churchesofchrist-sa.org.au).