

POSITION DESCRIPTION

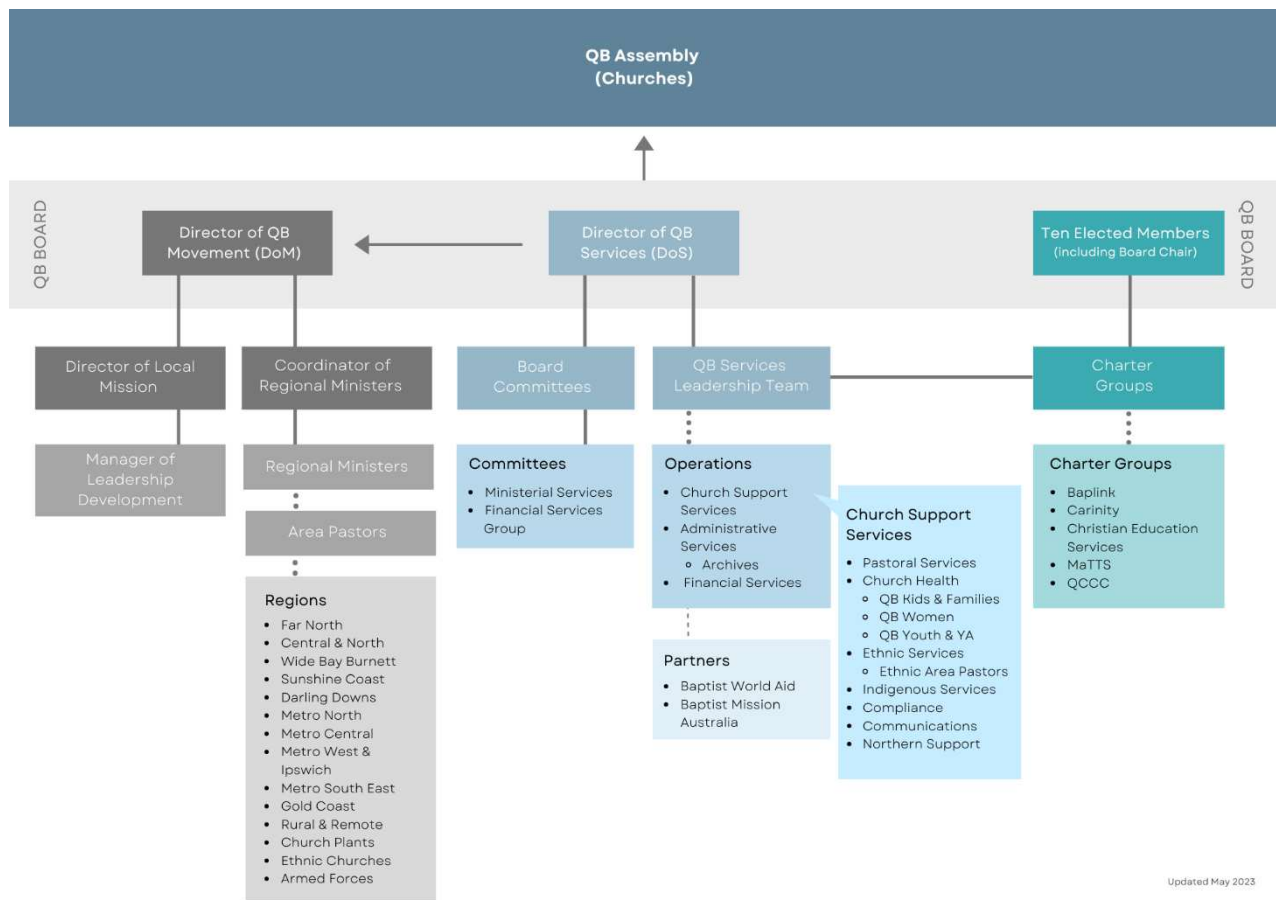
General Information			
Position Title:	Accountant		
Division:	QB Financial Services		
Reports to:	Director of QB Financial Services (DFS)		
Employment Status:	Full Time	Date	October 2023

Position Purpose
The role of Accountant is to provide the detailed accounting and financial support to the DFS. This and the associated finance roles provide a shared service accounting, financial and other general support as required across the QB Movement operating structures and entities.

Organisation Direction and Priorities
<p><i>Mission of the QB Movement</i></p> <p>The QB Movement is a committed community of Queensland Baptist churches and their ministries working alongside and with each other under Christ to serve the mission of God throughout Queensland and beyond.</p> <p><i>Mission of QB Services.</i></p> <p>QB Services is a diverse group of collaborative specialist ministries that through Christ exist to support, equip and empower the QB Movement with a significant engagement with churches.</p> <p><i>Vision of QB Services</i></p> <p>Collaborating to resource churches (to function healthily, mission effectively and disciple intentionally) and to mission strategically on behalf of the QB Movement.</p> <p><i>QB Priorities</i></p> <ol style="list-style-type: none"> <li>1. <b>Biblical Authority.</b> The truth of Scripture centred in Jesus is fundamental to all our beliefs and practices. We study and preach the Bible, and we live its truth enlivened by the Holy Spirit.</li> <li>2. <b>Faith-filled Prayer.</b> In God's grace, through prayer, he offers us an important role in the growing kingdom. We intentionally foster faith-filled, individual and corporate prayer.</li> <li>3. <b>Collaborative Autonomy.</b> We fully support the autonomy of the local church and we also value collaboration – learning from each other, serving each other and working together.</li> <li>4. <b>Servant Leadership.</b> We believe that God equips and appoints servant leaders in our churches and Movement. We are committed to developing and supporting these leaders.</li> <li>5. <b>Effective Mission.</b> We are committed to humbly and boldly sharing God's good news of salvation, reconciliation and triumph over evil, through the cross and resurrection of Jesus.</li> <li>6. <b>Intentional Discipleship.</b> Drawing on our resources and gifts, we intentionally develop effective methods of spiritual formation to grow disciples of Jesus to be salt and light.</li> </ol> <p>In the structure of QB Services, Administrative Services is a team of dedicated professionals working collaboratively to support churches as they navigate a complex and diverse range of financial, legal, compliance and human resource related aspects of their church ministries.</p>

Important Collaborations	
Reports to:	DFS
Direct Reports	Nil
Main Collaborations	Manager: Baplink Accounting team Baplink Operations team
Other Collaborations (internal)	All accounting and administrative staff across QB operational entities
Other Collaborations (external)	Churches, Pastors, Consultants

## Organisational Chart



Updated May 2023

Key Areas of Engagement	Key Position Functions
Summary Overview	General Ledger Management and Control
	Journals
	Reconciliation
	Management Reporting
	Consolidation
	Projects
	Filing and administration
Financial policy and procedure	Assist with development and documenting.
	Process and efficiencies improvement
Communications	Provide financial and accounting support across QB network Liaise with various QB structures and entities
Month end	Provide Accounting services to various QB entities to complete monthly and year end procedures Month end procedures Year-end Procedures
Reconciliations	Build and Maintain Reconciliation Process Prepare Reconciliations Review Consolidation
Consolidation and aggregation	Month end Year end

Reporting	Prepare management Reports currently Xero   Fathom   or as defined Assist with building new QB Consolidation tool / process Preparation and Submission BAS and Payroll reporting Assist in preparation of Audit file, and Audit queries
Backup support	Back accounting support across QB entities
Projects	Ad Hoc as required Provide advice and assistance with projects for Baplink and QB Movement under the direction of the Finance Manager
WH&S	To operate within all WH&S guidelines and requirements
General	Complete tasks as directed by the Finance Manager

Selection Criteria	
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Core Competencies	Formal financial qualification – finance degree preferred (minimum Cert IV)
	High level competency and experience with accounting (essential)   reporting (essential), and banking (preferred) software
	Previous experience using Xero
	High level competency in Microsoft Office suite
	Previous experience working across multiple entities
	Strong time management and administration skills
	High attention to detail
	High level written communication
	Highly committed to work confidentially information
	Capacity to multi-task and prioritise across a diverse range of focus areas
	Committed to achieving best possible outcomes and work within allocated timeframes
	High level interpersonal communication skills

Key Characteristics	In relationship with Jesus
	Demonstrates Christ like character
	Active member of a QB church
	Servant heart
	Energetic and focused
	Solution oriented
	Motivated to improve and impact positively
	Teachable and willing to learn new things
Initiative	
Adaptability	

Key Performance Indicators	
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<ul style="list-style-type: none"> <li>- Delivering against financial reporting timetables and deadlines</li> <li>- Attention to detail</li> <li>- Consistency and Accuracy</li> <li>- High quality outputs</li> <li>- Making valuable contributions</li> <li>- Multitasking</li> </ul>
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Acknowledgement	
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I acknowledge that I have read and understood the key responsibilities described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I

may be required to undertake other duties relevant to the position that are not listed in this statement. I have received a copy of this Position Description for my records.

Employee	Employer
Name:	Name:
Signature:	Signature:
Date:	Date: