



Position Description

Accountant

Reports to	Chief Financial Officer
Organisation	Catholic Diocese of Auckland
Direct Reports	None
Relationships	Chief Financial Officer, ACFL Finance School Team, CDA Accountant, Finance Business Partner, CDA Accounting Manager, Finance Team, Audit Committee, Diocesan agencies and organisations, other key stakeholders of the Diocese
Date created	March 2024

Position overview

The primary purpose of this position is to assist the Accounting Manager and the Chief Financial Officer with operational leadership for the financial management of the Catholic Diocese of Auckland (CDA) and its related entities.

This position is responsible to ensure all financial reporting requirements and imperatives are delivered accurately and add value to the organisation. To provide accurate, timely and relevant statutory and monthly management reporting information for entities which ensures the Diocese both fully meets its statutory requirements and to support the Diocese in the achievement of its strategic goals.



Key Accountabilities

<p>The CDA Accountant is accountable to the Chief Financial Officer for:</p>	<ul style="list-style-type: none"> • Assistance with the operational responsibility for the management of finances and reporting of the CDA and its related entities. • Liaison and reporting to the ACFL Finance Team (Schools). • Liaison and reporting to the Property Team. • Assistance in the cash flow management of the entities. • Preparation of the monthly balance sheet reconciliations for the smaller entities and assistance with the monthly balance sheet reconciliations of the Chancery. • Assistance with the monthly management reports for the entities. • Reviewing and checking the coding of payments through the ERP and banking system. Ensuring a proper segregation of duty maintained as part of the regular payment runs. • Responsibility for preparation of the monthly GST return for the respective entities, GST accounting within the Diocese meets GST compliance requirements and GST treatment is applied consistently, minimising errors and risk to the Diocese. • Other duties as requested by the Chief Financial Officer and Accounting Manager.
<p>Mission, Vision & Values</p>	<ul style="list-style-type: none"> • Integrate the Catholic Diocese of Auckland mission and values into work practices and relationships. • Model behaviour in line with the Diocese Mission and Values.
<p>Health and Safety</p>	<p>As an employee you are responsible for taking care of your own health and safety, and for the health and safety of other persons who may be affected by your actions or non-action. Therefore, you are responsible for:</p> <ul style="list-style-type: none"> • Complying with CDA's health and safety policies, procedures, rules, and guidelines in a safe and responsible manner that will not place at risk your own health and safety, or that of any other person in the workplace. • Contributing when consulted on workplace health and safety responsibilities and policies, and also providing feedback and suggestions to promote continuous improvement of health and safety procedures relating to CDA's work/environment • Reporting all injuries, incident, and hazards to the appropriate person in a timely manner and early reporting of any pain or discomfort.



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| | <ul style="list-style-type: none"> • In the case of injury or illness, you must take an active role in the company treatment and rehabilitation plan, to ensure an “early and durable return to work” • Support your managers as required to meet their requirements of the health and safety responsibilities and policies • At all times demonstrate the best health and safety behaviour to support a positive health and safety culture. |
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NOTE:

This position description is a broad outline of roles and responsibilities for this position. Key responsibilities may vary from time to time, at the request of the Manager, to accommodate the operational needs of the department.

Areas of Critical Success

The Accountant is expected to ensure that:

Financial and Management Reporting of the entities

- Timely and accurate monthly management accounts.
- Financial records/ databases maintained accurately to support effective decision-making and reporting.
- Financial records reconciled monthly and variances are followed up.

Compliance and Risk Management

- Compliance with relevant laws and regulations including maintaining accurate financial and tax records and reports/returns.

Communication

- Communications with the Schools and Property Team are clear and easily understood

Leadership

- CFO and Accounting Manager is supported in implementation of Finance objectives

Personal Development

- Attend relevant and value adding professional courses and programmes in consultation with the CFO and keep up to date with relevant qualification

Other

- Ensure duties are carried out in a timely and accurate manner and in accordance with the Diocesan policies and procedures
- Undertake all other duties that are reasonably requested from time to time from the CFO



Performance Management

The performance of the Accountant will be assessed on a regular basis having regard to:

- Their performance on key responsibilities and attributes of this role.
- Service levels and the level of satisfaction expressed by key stakeholders.
- Their ability to develop and maintain relationships with diocesan staff.

Person Specification

Preferred

Education & Qualification

- Bachelor's degree or relevant tertiary qualification (Accounting)
- Intention to start studying for achieving membership of a professional accounting institute (CAANZ)

Preferred Knowledge & Experience

- Financial Reporting compliance under relevant accounting standard
- Strong accounting knowledge

Skills

- Team Player
- Strong attention to detail
- Good organizational skills, deadline driven and able to self-manage
- Strong communication skills (written and oral)
- Excellent analytical skills including modelling and advanced Excel skills
- Proven ability to work with people in developing successful working relationships
- Intellectual curiosity

