

# Position Description

## CDA Accountant

Reports to	CDA Accounting Manager
Organisation	Catholic Diocese of Auckland
Direct Reports	None
Relationships	Chief Financial Officer, School and Property Accountant, Senior Accountant, Finance Team, Diocesan agencies and organisations, other key stakeholders of the Diocese
Status	Full time – Fixed Term – Parental Leave Cover
Date created	July 2024

### Position overview

The primary purpose of this position is to assist the CDA Accounting Manager with operational leadership for the financial management of various entities under the Catholic Diocese of Auckland Group.

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

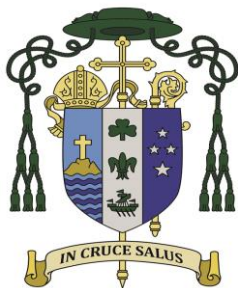
<b>The CDA Accountant is accountable to the CDA Accounting Manager for:</b>	<ul style="list-style-type: none"><li>• Assistance with the operational responsibility for the management of finances of the various entities under the CDA</li><li>• Management of the Catholic Development Fund financial operations and accounting</li><li>• Monthly term deposit interest accrual journal for all entities</li><li>• Preparation of the monthly balance sheet reconciliations</li><li>• Assistance with the monthly management reports</li><li>• Preparation of the monthly GST returns for respective entities</li></ul>
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	<ul style="list-style-type: none"> <li>• GST accounting within the Diocese meets GST compliance requirements and GST treatment is applied consistently, minimising errors and risk to the Diocese</li> <li>• Assistance with the preparation of the statutory accounts of the CDA as required in accordance with the PBE (Public Benefit Entities) under the IPSAS standards.</li> <li>• Ensure compliance with taxation and regulatory obligations e.g. Charities Commission, IRD etc</li> <li>• Approver responsibility in the payment run cycles. Reviewing and approval of payments through the ERP and banking system. Ensuring a proper segregation of duty maintained as part of the regular payment runs.</li> <li>• Other duties as requested by the CDA Accounting Manager</li> </ul>
<p><b>Mission, Vision &amp; Values</b></p>	<ul style="list-style-type: none"> <li>• Integrate the Catholic Diocese of Auckland mission and values into work practices and relationships</li> <li>• Model behaviour in line with the Diocese Mission and Values</li> </ul>
<p><b>Health and Safety</b></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"> <li>• 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.</li> <li>• 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</li> <li>• Reporting all injuries, incidents, and hazards to the appropriate person in a timely manner and early reporting of any pain or discomfort.</li> <li>• 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”</li> <li>• Support your managers as required to meet their requirements of the health and safety responsibilities and policies</li> <li>• At all times demonstrate the best health and safety behaviour to support a positive health and safety culture.</li> </ul>

**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 CDA Accountant is expected to ensure that:

### Financial and Management Reporting

- Timely, accurate and insightful monthly management accounts.
- Financial records/ databases maintained accurately to support effective decision-making and reporting.
- Financial records reconciled monthly.

### Compliance and Risk Management

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

### Leadership

- CDA Accounting Manager is supported in implementation of Finance objectives

### Personal Development

- Attend relevant and value adding professional courses and programmes in consultation with the CDA Accounting Manager 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 CDA Accounting Manager

## Performance Management

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

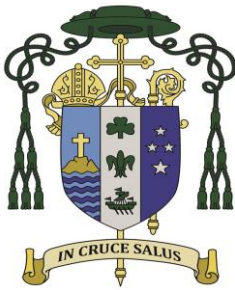
- Their performance on key responsibilities and attributes of this role
- Service levels and the level of satisfaction expressed by key stakeholders
- Their ability to develop and maintain relationships with diocesan staff, admin board, parishes, agencies and external bodies.

## Person Specification

### Preferred

### Education & Qualification

- Bachelors degree or relevant tertiary qualification (Accounting/Finance/Commerce/Business)
- Membership with a professional accounting institute (CAANZ preferred)



### **Preferred Knowledge & Experience**

- Financial Reporting compliance under relevant accounting standards
- Applied knowledge of NZ GST compliance and requirements
- Deadline driven – working to strict monthly reporting, budget, and annual reporting deadlines
- Excellent analytical skills including modelling and advanced Excel skills
- Strong attention to detail and ability to identify key financial drivers
- Proven financial management skills
- Proven ability to work with people in developing successful working relationships
- Manages risk, balancing compliance, and cost
- Continuous improvement focus
- Team Player and Leader
- An understanding and empathy with the ethos of the Roman Catholic Church.

### **Skills**

- Good accounting knowledge and skills
- Familiar with current NZ accounting standards and able to apply them to complex accounting transactions
- Strong command of the oral and written English language and able to communicate clearly and concisely
- Strong interpersonal skills
- Deadline driven – working to strict monthly reporting, budget, and annual reporting deadlines
- Excellent analytical skills including modelling and advanced Excel skills
- Strong attention to detail and ability to identify key financial drivers
- Proven financial management and leadership skills
- Proven ability to work with people in developing successful working relationships

