

Finance Officer – Myaree Campus
25 - 30 hours per week, negotiable**About us**

Nations Church is a vibrant, multicultural, multigenerational church with locations around the world. We are an intentional, faith-filled community who believe in reaching out to others with God's love so they may come into a personal relationship with Jesus Christ.

Nations Church strives to be a great place to work for its employees, operating by biblical principles and encouraging excellent performance. Employees are recruited to both pastoral and administrative positions based on their skills, qualifications, experience and spiritual giftings.

The position

We are looking for a Finance Officer to join our growing Finance Team. This position will support the team with a wide range of bookkeeping and administration functions as we steward our resources efficiently and effectively across the Business Department of Nations Church Inc.

This role is responsible for:

- Day-to-day financial transactions and reconciliation of a wide range of income and expense accounts.
- Overseeing capital expenditure, including budget tracking, allocations, and depreciation.
- Shared responsibility for the administration and reporting of special giving projects.
- Assisting with regular reporting requirements for departments, campuses, and the Nations Church Board.
- Supporting all campuses with general accounting systems and processes enquiries, with some staff coaching oversight as required.
- Financial and administrative support for Nations Church events, including budgeting and reporting.
- Providing administration support to Finance Manager as required.

What are we looking for?**MUST-HAVES**

A successful candidate will have proficiency in bookkeeping and some accounting background. They will have an ability to build and maintain effective processes, problem solve, and work with high volumes of data.

Be a team player with great time management skills, attention to detail and good communication skills.

Have a strong desire to see the Nations Church's Mandate outworked - that the Lost be Found, Disciples Made and that Nations be Reached.

NICE-TO-HAVES

Have previous working experience in Xero Accounting, experience in budget planning, generating and analysing financial reports.

To be considered further, please submit the following as part of your written application to HR@nationschurch.com.

- A **cover letter** (of no more than 2 pages) describing why you would be a good fit for our team and this role.
- A detailed **resume** including the names of 2 referees.