



Christian Brothers Oceania Province

Position Description

Title: Group Accountant

Reports to: Chief Financial Officer

Based at: Oceania Centre - Melbourne

Background:

Participation in the work of the Oceania Province offers a genuine invitation to participate in Mission. Mission asks us to be consciously and compassionately present to the needs of the world, especially those made poor and marginalised. Authentic mission engagement sheds light on situations in which the dignity of life is being denied and offers instead God’s radical version of wholeness as embodied in the life and teaching of Jesus. Emerging from its most recent 2014 congregation discernment this is expressed as being “Drawn by Mystery, Destined for Life”, recognising that it is the agenda of the world that sets the mission direction to be pursued by the Church and our Congregation.

The Congregation of the Christian brothers, active as the Oceania Province, participates in this Mission faithful to the charism of the founder blessed Edmund Rice with the Province currently operating in Australia, Papua New Guinea, New Zealand, and the Philippines. Presence, Compassion and Liberation are the cornerstone values guiding the community engagement orientation of its work. Such an orientation is a gospel-based and counter-cultural call to form joy-filled communities of inclusivity, deep listening and right relationship that radiate love and contribute to a sustainable whole Earth Community. The Resources Directorate supports the Congregational endeavours within the Oceania Province.

Position’s Purpose:

The Group Accountant is responsible for:

- Overseeing the accounting and finance office operations of the Christian Brothers Oceania Province.
- Provide high level support to the Chief Financial Officer.

Organisation:

The Christian Brothers Oceania Province is a not-for-profit organisation founded on the values and charism of Edmund Rice to help transform the lives of those who are poor, neglected and those relegated to the margins of mainstream society. This charism is perpetuated throughout our different entities and expressions which extend both locally, nationally, and overseas.

Key Accountabilities and Responsibilities:

Mission	<ul style="list-style-type: none"> • Demonstrate an understanding of the values, philosophy and mission of Edmund Rice and a readiness to promote and support the Oceania Support Centre Office and other regional centres on these foundations. • Be an exemplar of the Edmund Rice ethos and ensure that, where applicable, Province activities operate in an ethical manner consistent with this ethos. • Demonstrate a commitment to build respectful relationships with people and promote in Oceania a new way of thinking and acting that invites people into a process of conversation. • Strive to develop a positive partnership between people in an environment which promotes and enacts the philosophy and mission of the Oceania Province.
----------------	---

Financial Management	<ul style="list-style-type: none"> • Assist in the management of finance and investment portfolios of the Oceania Province and its entities. • Oversee the management of the accounting and payroll for the Oceania Province. • Monitor and assist in the management of the cash flow of the Province. • Monitor and ensure funding commitments are provided according to agreements. • Liaise and assist other departments to compile budgets. • Review and recommend changes to strengthen internal controls related to Province financial management and financial records. • Review and compile annual financial statements for various group entities.
Committee and working Groups	<ul style="list-style-type: none"> • Attend committee and working group meetings as required.
Administration	<ul style="list-style-type: none"> • Oversee the operational management of the Province Finance Office. • Implementation and monitoring of an effective internal control environment, with a view of continuous improvement of financial processes. • Partner with the CFO to assist on commercial matters impacting the business such as insurance. • Revising financial policy, disciplines, and strategy through high level analytical support to improve business performance. • Assessing and reviewing governance issues including legislative compliance, financial reporting, HR taxation and insurance positions and provide recommendations for improvements. • Ensuring financial and business-related legislative compliances are met – including annual accounts, audits, BAS, PAYG installations, superannuation, workers compensation, FBT and GST reporting. • Network with relevant organisations and regional centres to promote greater and more effective coordination of services.
Other Responsibilities	<ul style="list-style-type: none"> • Maintain membership of professional associations or seek access to professional supervision. • Continually explore, develop, and participate in activities or Formation initiatives that lead to a deeper understanding of the charism of the Founder and gain a commitment to the Edmund Rice ethos. • Aid in the communication of the mission of the Christian Brothers Oceania Province and its services and programs to a wider community to advocate appropriately on behalf of the service. • Other duties as assigned by the Chief financial Officer or their delegate.
Teamwork	<ul style="list-style-type: none"> • Participate in team meetings. • Liaise with and assist various office and team members within the Oceania Province and Oceania Support centre in matters related to Oceania Support centre responsibilities. • Liaise and communicate with external entities supporting the Edmund Rice mission.
Key Stakeholders:	<ul style="list-style-type: none"> • Christian Brothers Oceania Leadership Team • The position reports to the Chief Financial Officer. • Significant business relationships exist with personnel in offices of this and other entities of the Edmund Rice network.
Leadership Vision and Values:	<ul style="list-style-type: none"> • Contemplation that enables deep listening and sharing our life. • Gentleness-bring people of love hope and joy, we act with newfound humility. • Simplicity-living a simple lifestyle with all creation. • Transformation that opens us to the quiet voices and risks responding collaboratively. • Solidarity and connection with all made poor

Corporate Accountabilities and Responsibilities

Operate as a Team Member	<ul style="list-style-type: none"> Contribute to the efficient and effective functioning of the team in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance and support to team members and personnel of Christian Brothers Oceania, and undertaking other key responsibilities or activities as directed by Management.
Diversity	<ul style="list-style-type: none"> Demonstrate a commitment to the value of diversity by being open to the perspective of others and being courteous and respectful.
Work Health and Safety	<ul style="list-style-type: none"> Be proactive in caring for the health and safety of all people working within Christian Brothers Oceania. Proactively ensure all appropriate actions are taken to implement WHS policies, procedures, training and legislative requirements. Actively participate in training, report hazards, and speak up when behaviour is not acceptable
Safeguarding of Children and Vulnerable Adults	<ul style="list-style-type: none"> At all times act within the organisation's Child and Vulnerable Adults policies, code of conduct and procedures and commit to the fostering of a culture of safety and care for the protection of children and vulnerable adults and a zero-tolerance approach to any abuse. Ensure all relevant legislative and regulatory requirements are met including undertaking screening for suitability to work with children, youth, and vulnerable people. If working with children, demonstrate an understanding of children's development needs and culturally safe practices. Follow procedures in relation to identifying and reporting child abuse. Participate in ongoing Child safety training and supervision.
Risk and Governance	<ul style="list-style-type: none"> Operate in line with the Christian Brothers policies, code of conduct, ethics, and values. Actively participate in training and report risks.
Continuous Improvement	<ul style="list-style-type: none"> Apply quality management and continuous improvement processes to all activities under direct control. Christian Brothers Oceania Province recognizes that the skills and knowledge of its employees are critical to the success of the organization. Hence, Christian Brothers Oceania. Encourages continuous improvement through educational and formation channels; so that employees can maintain and improve job-related skills or enhance their ability. Expects personnel to continually explore, develop and participate in activities including performance reviews, training and formation initiatives that lead to continuous improvement, professional development, and a deeper understanding of and commitment to the Edmund Rice ethos.
Authority Limits	<ul style="list-style-type: none"> The position is authorised to process transfer as per the limits set out in the Delegations Manual. The position's incumbent is an Account Signatory for the Province bank accounts.

The Employer reserves the right to vary this position description in response to its changing needs.

Experience, Certificates and Person specifications

- A current Victorian Police Records Check and WWC
- Demonstrated ability to manage time and be self-motivator
- Demonstrated ability to work as an effective team member
- Proficient written and verbal communication and presentation skills
- Proficient IT skills
- Ability to manage workload and deliver to deadline
- Flexibility including the ability and willingness to work after hours and on weekends from time to time
- Educated to degree level in a commerce/accounting field
- CPA or equivalent accounting qualification
- Minimum 5 years in a similar role

Reporting and other Relationships

- The position reports to the Chief Financial Officer who in turn is responsible to the Chief Executive Officer.
- Confer and work in collaboration with persons engaged in other Regional Support Centres and Directorates.

Statement by the Employer:

The information detailed above is an accurate statement of the responsibilities/accountabilities of this position.

.....
Employer's Representative's Signature

.....
Date

.....
Employer Name

.....
Title

Agreed by the Employee:

The below signed acknowledges that he/she has read the above position description and understands and accepts the responsibilities/accountabilities of this position.

.....
Employee's Signature

.....
Date

.....
Employee's Name

.....
Title

TOCB is a child safe organisation, committed to the protection of children and vulnerable adults and has zero tolerance of any abuse.

As per our COVID-19 Vaccination Policy, employees need to be fully vaccinated or hold a valid medical exemption.