



FINANCE OFFICER

City on a Hill Central

ABOUT CITY ON A HILL

City on a Hill began with a small team and a big vision to make a difference in our world for the glory of God. Since our inception in Melbourne in 2007, we have witnessed a special work of God's grace as he has united hundreds of men and women around the mission of 'knowing Jesus and making Jesus known'. City on a Hill now meets across five locations in three cities with core teams meeting weekly in two additional locations ahead of their public launches in the coming year.

While our story is characterised by constant change and growth, we have maintained an enduring commitment to Christ and his call on our lives in this generation. We are committed to raising up gospel hearted leaders, to build healthy churches, which will reach and serve cities with the gospel of Jesus.

ROLE SUMMARY

To support the growing operational needs of City on a Hill Movement, we are looking for a passionate and highly motivated Finance Officer to join the Finance Team. Reporting to the Finance Director, the Finance Officer will join the City on a Hill Central team to provide financial support for all churches and ministries across the City on a Hill Movement.

The Finance Officer will be responsible for the day to day processing of financial information. The role will also assist with the preparation of financial information, then reviewed and



analysed by the Finance Director to provide meaningful insights into the financial performance of the local churches and fulfilling their compliance obligations.

Although this role contains a balanced mix of processing and technical responsibilities, the finance team has adopted efficient programs and processes to minimise data entry processing where possible. This is done with the plan that this new role may also contribute to more valuable responsibilities within the finance function. Applicants should expect that if successful, they will contribute to both basic processing responsibilities and assistant accountant duties such as balance sheet reconciliations and monthly journal processing.

This is a part time position, 2-3 days per week (Flexible days) and will be based in one of the City on a Hill offices (Melbourne Vic, Geelong Vic, Brisbane Qld). The anticipated commencement date is October 2019.

RESPONSIBILITIES

1. Daily reconciliation of bank accounts;
2. Monthly reconciliation of Balance Sheet;
3. Monthly journaling of prepayments and accruals;
4. Maintenance of City on a Hill and Many Rooms fixed asset registers;
5. Monthly recharges between City on a Hill entities;
6. Assist cardholders with the reconciliation of their corporate expense and fringe benefit cards; and
7. Drafting of monthly Business Activity Statements.



KEY SKILLS AND GIFTING

1. A demonstrated love for Jesus and his people;
2. Willingness to commit to the vision and mission of the church as a member of City on a Hill;
3. A working knowledge of bookkeeping and accounting processes;
4. Either a minimum of 2 years' experience working in a similar role or studying towards a bachelors degree in Commerce/Business (Accounting major);
5. Excellent communication skills and ability to work in a team;
6. Strong numerical and systems thinking skills;
7. Ability to cope well with organisational change and contribute to the ongoing development of accounting systems and processes;
8. Ability to effectively and efficiently communicate, manage time, and prioritize duties and responsibilities; and
9. Able to maintain trust and confidentiality when handling sensitive information.

DESIRABLE

1. Working knowledge of the accounting programs Xero, Receipt-bank, Expensify and Calxa reporting;
2. Skills in systems and IT.

CHARACTER

All City on a Hill staff must hold a current Working with Children Check, have a National Police History Check that returns no disclosed outcomes that would exclude them from the role, and uphold the standards outlined in the Anglican Church of Australia [Faithfulness in Service](#) code of personal behaviour for church workers.



HOW TO APPLY

To apply for the role please send your current resume along with an application letter addressing the key skills, gifting and character requirements to hr@cityonahill.com.au. Also include contact details of at least two referees most familiar with your relevant skills to this role.

For more information please contact us on 03 9640 0990, or email hr@cityonahill.com.au.

Applications close Monday 30 September 2019