



## **Finance Operational Officer**

- **Part time position 15 hpw**
- **Key oversight**
- **Hands-on business & finance role**

An exciting opportunity exists at the Northern Beaches Uniting Church multi-centre as we seek an experienced individual to coordinate & oversee the business and financial functions of NBUC activities.

Reporting to the Treasurer, you will be responsible for the oversight of management and maintenance of property and financial assets, maintenance of financial, HR, and governance records and preparation of operational and financial reports. You will be required to work collaboratively with volunteer and employed colleagues in this hands-on role.

Applicants need advanced working knowledge of Xero and sound knowledge of current accounting practice and preparation and interpretation of reports as well as a minimum 3 years' experience in a financial/accounting administrative position with high degree of personal interaction. A good working knowledge of Microsoft Office, including Word, Excel, Outlook and MS Teams is also a requirement of this position.

Applicants must be in a position to demonstrate a high level of personal integrity and a preparedness to work within the polity and ethos of the Uniting Church in Australia as described in the Basis of Union.

**Interested applicants need to request the full job description**, by contacting our Communications Officer, Stephanie La Greca: [comms.nbuc@gmail.com](mailto:comms.nbuc@gmail.com)

**Cut-off date for applications:** 29<sup>th</sup> October 2021