

# The Presbyterian Church of Queensland

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11 January 2023

## POSITION VACANT

Please find below a Position Description for the full-time position of **Bookkeeper**, for which we are seeking applications. This will be a fixed term six-month contract.

As you would appreciate, it is vital that we appoint people to Church Office who are committed to serving the Lord. Accordingly, would you please actively assist us to fill this position by:

- **Announcing** the pending vacancy during your upcoming worship services,
- **Displaying** the attached job advertisement in a prominent position, and
- **Approaching** congregation members whom you feel may be suited to the role.

Would you please encourage anyone interested in the position to contact Madeleine Marais, Chair of the Finance and Administration Board at [madeleine@pcq.org.au](mailto:madeleine@pcq.org.au), if they would like further information, or to discuss the role in general.

Applications should be submitted via the Christian Jobs website using the following link: [Bookkeeper - 6 Month contract Job at The Presbyterian Church of Queensland in Brisbane, Australia | Christian Jobs Australia](#).

I sincerely appreciate your assistance in this matter.

Yours Sincerely,

**Madeleine Marais**  
**Chair, Finance and Administration Board**

## POSITION DESCRIPTION

<b>Position</b>	Bookkeeper	<b>Award/Agreement</b>	Non-Award
<b>Reports to</b>	PCQ Accountant	<b>Term</b>	6 Month

### POSITION OBJECTIVE

This position is responsible to provide assistance and support to the finance function of the Presbyterian Church of Queensland.

### SELECTION CRITERIA

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bookkeeping experience</li> <li>• Intermediate Microsoft Excel skills</li> <li>• Experience in using XERO Accounting (preferable)</li> </ul>
<b>Knowledge, skills and abilities</b>	<ul style="list-style-type: none"> <li>• Demonstrated expertise in continuous quality improvement practices and applications</li> <li>• Ability to work autonomously and adhere to deadlines</li> <li>• Ability to maintain confidentiality</li> <li>• Ability to multi-task</li> <li>• Strong attention to detail</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Excellent understanding of accounting issues and practices</li> <li>• Excellent understanding of quality systems &amp; processes</li> <li>• Excellent analytical and numeracy skills</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Customer service ethos</li> <li>• Excellent communication and relationship management</li> <li>• Understanding of and ability to work within the philosophy and framework of the Presbyterian Church of Queensland</li> </ul>

### POSITION DESCRIPTION

<b>Key Accountabilities</b>	<b>Tasks</b>
Technical Skills and Application	<ul style="list-style-type: none"> <li>• Coordination and preparation of BAS returns</li> <li>• Management of capital and endowment fund accounts</li> <li>• Management of expense payment fringe benefits (EPFB)</li> <li>• Preparation of year end accounts for audit</li> <li>• Cashflow management</li> <li>• Accounts payable duties</li> <li>• Daily bank reconciliations and transactional processing;</li> <li>• Assist with the management of investments;</li> <li>• Accounts receivable management</li> <li>• Assistant Payroll Officer duties, including superannuation lodgment</li> <li>• Other duties, as requested</li> </ul>
Administration, Documentation and Resources	<ul style="list-style-type: none"> <li>• Ensure that all documentation is accurate, precise and legible and completed in a professional and timely manner;</li> <li>• Make suggestions and recommendations in regard to policy development and revision;</li> </ul>

POSITION DESCRIPTION	
	<ul style="list-style-type: none"> <li>• Complete own records accurately such as timesheets or leave forms;</li> <li>• Manage own workload ensuring that you adhere to rostering schedule or working hours;</li> <li>• Effectively use resources;</li> <li>• Accountable for the efficient flow of documentation and timely and accurate preparation of correspondence and reports.</li> </ul>
Teamwork and Communication	<ul style="list-style-type: none"> <li>• Work according to mission, core values, objectives and strategies of PCQ;</li> <li>• Work harmoniously with others team members to achieve outcomes, to form a cohesive team and to achieve service delivery excellence;</li> <li>• Ensure that all communication is professional, is channeled through the appropriate lines according to this Position Description and policies and procedures;</li> <li>• Provide leadership and support to other staff members;</li> <li>• Contribute to an environment that promotes high-level employee performance and morale;</li> <li>• Promote organisational values;</li> <li>• Be alert to any workplace harassment and bullying and raise the matter with Management;</li> <li>• Lead and participate in relevant meetings as required</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• Achieve excellence in customer service towards clients and their families, staff, other health professionals, visitors and the community;</li> <li>• Monitor client and staff satisfaction;</li> <li>• Maintain confidentiality on all issues relating to the organisation, the clients &amp; fellow colleagues;</li> <li>• Treat all clients with respect &amp; equality, whilst being responsive to their needs;</li> <li>• Maintain a professional and pleasing telephone manner and be responsive to telephone inquiries;</li> <li>• Dress and personal presentation to reflect the organisation and/or industry standards and regulations at all times;</li> <li>• Recognise and report compliments and complaints by other staff and members of the church;</li> <li>• Be accountable for customer service by managing issues in a respectful and caring manner;</li> <li>• Promote and maintain good interpersonal and public relations within and outside the PCQ</li> </ul>
Continuous Improvement, Compliance and WHS	<ul style="list-style-type: none"> <li>• Act in accordance with all relevant external legislation &amp; internal policies and procedures that relate to this position and the organisation;</li> <li>• Participate in and contribute to quality improvement programs and other organisational activities to meet standards;</li> <li>• Implement approved quality and performance monitoring systems for service effectiveness and efficiency;</li> <li>• Participate and contribute in occupational health and safety activities to ensure a safe work environment for clients, staff, visitors and the community;</li> <li>• Report equipment faults</li> <li>• Ensure all equipment is used appropriately, safely and effectively;</li> <li>• Contribute to the organisational objectives of risk management and OHS</li> </ul>

**POSITION DESCRIPTION**

Personal and Professional Development

- Continually develop both personally & professionally to meet the changing needs of your position, career & industry;
- Attend all mandatory training sessions provided and be actively involved in other training & development as required;
- Actively participate in the Performance Management process as required;
- Support, advise and mentor other staff on day-to-day requirements;
- Support and promote evidenced based best practice;
- Participate in appropriate external forums, projects and networks to maintain contemporary practice. Supporting the values of innovation and excellence;
- Act as a role model for other staff

**SIGN OFF**

I have read and understood the duties and responsibilities as outlined in the above position description.

I accept and agree to fulfil these, and other duties as assigned.

I understand that I must participate in the evaluation of my performance on, at least an annual basis, to identify opportunities for development and learning.

<b>Employee name</b>		<b>Signature / Date</b>	
<b>Manager name</b>		<b>Signature / Date</b>	