

Position:	FINANCE OFFICER – Mercy Ministries/SOMPNG
Reports To:	Chief Finance Officer, ISMAPNG
Location:	Institute Centre, 33 Myrtle Street, Stanmore NSW 2048
Parameters:	4 days a week (0.8 FTE) (3 days MML, 1 day CMSL & SOMPNG) 12 month maximum term contract with possibility of extension (Hours flexible and negotiable)
Date Prepared:	November 2022
Approved By:	MML Chair / Catherine McAuley Services Ltd Chair / Executive Director ISMAPNG

Context

The Institute of the Sisters of Mercy of Australia and Papua New Guinea (“ISMAPNG”) is a Religious Institute of Catholic women who advance the reign of God by engaging in the spiritual and corporal works of mercy. As women of mercy inspired by the gospel and their foundress, Catherine McAuley, their mission is to live hospitality, compassion and justice. Their ministries include health, aged care, education, social welfare, advocacy and environmental sustainability.

McAuley Ministries Limited (“MML”), a ministry of ISMAPNG, provides governance for a number of small ministries of ISMAPNG. MML currently consists of 37 sisters and 35 lay employees.

MML provides a wide range of professional services including:

- Ministering as educators, musicians, sociometrists, sociodramatists, environmentalists and ecologists, and advocates for justice
- Providing counselling, psychological therapy, pastoral supervision, mediation, retreats and spiritual direction
- Offering hospitality in retreat, spirituality and conference centres, teaching music, speech and drama

There is an expectation that all those who engage with us in ministry will embrace our values and ethos in their respective roles.



Catherine McAuley Services Limited (“CMSL”), a ministry of ISMAPNG, provides governance for a number of small ministries of ISMAPNG within Papua New Guinea and the Solomon Islands, namely an educational theology program and the Cook and Tanks A Lot program which provides equipment and life skills.

Sisters of Mercy Papua New Guinea Incorporated (“SOMPNG”), the Papua New Guinea (PNG) entity administering for the sisters of PNG.

Primary Purpose of the Position

To provide transactional finance and bookkeeping/finance services to McAuley Ministries Ltd (MML), Catherine McAuley Services Ltd (CMSL) & Sisters of Mercy Papua New Guinea (SOMPNG) as well as reporting to the respective Boards, Coordinators in MML and CMSL and individual ministries.

Background to Finance Officer Position

This position requires a Finance Officer skilled and experienced in the ongoing provision of bookkeeping/finance services in an organisation with numerous, small and unique services including ministries in Papua New Guinea.

Key Relationships

<u>Internal</u>	<u>External</u>
<ul style="list-style-type: none"> • Coordinator, McAuley Ministries • Chief Finance Officer, ISMAPNG • Managers of MML Conference and Retreat Centres and CMSL ministry programs • MML/SOMPNG sisters • MML/CMSL Board • MML/CMSL Finance Committee • Institute Leadership Team (ILT) • Payroll & HR Team, ISMAPNG • Property Team, ISMAPNG • Operations Manager, ISMAPNG 	<ul style="list-style-type: none"> • SW Auditors • ATO • ABS • ACNC • PNG Authorities • CBA/WBC

Key Decision Making

<u>Decisions Expected</u> <ul style="list-style-type: none"> • Day to day operations • Delegations as determined by the MML/CMSL Board
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Key Responsibilities

- In consultation with the MML Coordinator manage and oversee all MML financial activity
- In consultation with the Chair of CMSL manage and oversee all CMSL financial activity
- In consultation with the ISMAPNG Chief Financial Officer (CFO) manage and oversee SOMPNG financial activity
- Manage the day-to-day accounting transactions of MML, CMSL & SOMPNG and its ministries
- Ensure effective, efficient and accurate financial operations are maintained
- Review and update appropriate policies and procedures in relation to financial management for MML, CMSL & SOMPNG in consultation with the Finance Committees

Bookkeeping

- Data entry of financial transactions
- Manage bank feeds and complete bank reconciliations
- Management of accounts payable and accounts receivable function for MML, CMSL & SOMPNG including allocation of payments and monthly review and reconciliations
- Credit control of overdue receivables and payments

Financial Reporting

- Prepare year end financial statements and supporting working papers for audit review
- Prepare and modify Financial Reports as required and assist in all areas of general financial reporting
- Prepare monthly reconciliations of general ledger, bank reconciliations and coding of financial transactions to appropriate accounts
- Assist with provision of monthly reports as required
- Interim reporting on special/project spends
- Meet quarterly with MML and CMSL Finance Committees

Financial Management

- Prepare and review General Ledger, Debtors & Creditors Trial Balances on a monthly basis.
- Ensure the fixed asset register is maintained in an up-to-date and accurate manner
- Prepare monthly balance sheet reconciliations of accounts within the general ledger
- Monthly completion and review of Bank Reconciliations
- Responsible for accuracy and maintenance of Xero/Greentree Accounting Software
- Prepare and post journals to the general ledger
- Identify improvement strategies in processes, systems and procedures to maximise efficiency and improve organisational practices

Management Accounting

- Take the lead for the annual budget process ensuring it aligns with the overall MML, CMSL, SOMPNG budget objectives
- Liaise with Coordinators of MML, CMSL & SOMPNG to track performance to budget and variance reporting for each of the ministries
- Maintain budgetary systems and processes with ongoing budget/forecast reviews and liaison with all ministry leaders
- Assist in the preparation of monthly financial statements, prepare monthly forecasting and undertake analysis reporting with detailed commentary
- Identify, recommend and implement financial strategies to enable ongoing efficiencies.

Cash Flow Management

- Monitor the cash flow and cash balances of MML, CMSL & SOMPNG and their numerous ministries to ensure sufficient funds are available to meet payments as they fall due
- Manage the accounts payable process ensuring costs incurred by MML, CMSL & SOMPNG are properly approved and paid on time

Compliance

- Ensure Company Registration with the Australian Charities and Not-for-Profits Commission (ACNC) and other regulatory bodies as required
- Manage systems, processes and records to ensure MML, CMSL & SOMPNG are compliant with tax and other regulatory requirements relating to finance and accounting
- Ensure ABS surveys are completed accurately and on a timely basis
- Reconciliation, preparation and lodgement of monthly PAYGW and monthly BAS returns on a timely basis for Australia and PNG
- Assist in the completion of the annual Fringe Benefits Tax return
- Ensure MML, CMSL & SOMPNG receive the benefits of their tax exemptions including stamp duty, land tax, income tax, GST and franking credits
- Manage, liaise with and ensure timely execution of external audit processes, in consultation with the Coordinators
- Identify, provide advice and recommendations on efficiencies, process improvement and financial procedures and practices.

Values & Formation

- Demonstrate values and behaviours that are in line with the values and ethos of MML, CMSL & SOMPNG including an alignment with the mission of hearing the cry of earth and the cry of those rendered poor, in the context of Integral Ecology and care for our common home
- Actively participate in Mercy formation available within MML, CMSL & SOMPNG

Safety of Children and Vulnerable Adults

MML, CMSL & SOMPNG are committed to ensuring zero tolerance of abuse in all its forms by creating a culture of safety and respect for all, including prioritising the safety and best interest of all children and vulnerable adults with whom we have contact. All staff and those who work with us are expected to take all reasonable steps to ensure the protection of children and vulnerable adults and to comply with our safeguarding policies and procedures, including responding to and reporting all suspicions and allegations of abuse.

Staff who have access to children through their role must have a valid Working with Children Check. All other staff, prior to commencement, must have a valid National Police Check.

Workplace Health and Safety

- Identify and respond to any safety issues
- Attend the workplace and adhere to the MML COVID-19 safety guidelines
- All WHS accountabilities and responsibilities relevant to the position as defined in WHS/P – 004 Structure and Responsibilities in the WHS Management System.

Qualifications, Experience & Competencies

- Minimum four year's experience in a Finance/accounting role or similar role
- Knowledge of Xero & Greentree software is an advantage
- Flexibility in working in a small organisation with a wide range of service providers
- Strong level of accuracy & attention to detail
- Able to work autonomously and as part of a broader team
- Ability to solve problems
- Strong time management and prioritising skills
- Knowledge of applicable laws, codes and regulations in particular to the NGO/NFP sector
- Strong attention to confidentiality
- Excellent communication and interpersonal skills

Other Matters

- All employees and contractors are required to comply with the policies and procedures adopted by MML, CMSL & SOMPNG
- This Position Description is not intended to be all inclusive. All employees are expected to undertake other tasks and take on other responsibilities reasonably required to meet the Position Objective
- This Position Description is subject to any Letter of Offer relating to the position