



Position Description

College Accountant

Team	SMBC Finance team
Employment Basis	Part time (3 days per week)
Location	Sydney, NSW Australia
Reports to	Chief Operating Officer
Direct Reports	N/A
Effective February 2025	Version 1.0

Overview of Sydney Missionary and Bible College

SMBC's vision is to see thousands of loving, skilled graduates bringing the light of Christ to a dark and needy world. For over one hundred years, it aims to achieve its vision by creating learning communities through which God prepares his people – theologically, spiritually, and practically – to serve Jesus in diverse contexts and cultures.

Located in Sydney's cosmopolitan Inner West, SMBC is approved by the Australian University of Theology to offer a variety of courses at undergraduate, graduate and postgraduate level. SMBC provides a flexible approach to learning, offering full-time and part-time, day and evening, intensive and semester-length options, to meet the needs of Christians from a variety of backgrounds and with a range of ministry goals.

College Accountant

The primary objective of this part time position is, under God, to contribute to the growth and impact of the ministry of SMBC by ensuring sound financial reporting and processes are in place. To meet this objective, the College Accountant will:

- Have a strong and growing relationship with the Lord.
- Be an enthusiastic ambassador for SMBC's vision and strategic plan imperatives.
- Be an effective communicator who can communicate with people from all walks and stages of life.

Primary Responsibilities:

Areas in the role
Management Accounting (Cash flow forecasts, month end close, management reporting, forecasting, budgets, business partnering with budget owners)
Financial Accounting (Audit planning, Audits, year end accounts)
Compliance (ATO, BAS Statements, Tax registration and compliance, Payroll year end, workers compensation, ACT Liaison)
Treasury investing and optimising (money is in the right place, trust fund oversight and transfers, scholarship fund management, payment of accounts payable and payroll disbursements)
Systems Accounting (ownership and development of XERO, Stripe and other finance systems, integration of other systems with Xero eg CRM , Raisely)
Insurance renewals
Note: Oversighting of receipting, invoicing, bank reconciliation, debtor follow up, accounts payable and payroll processing are undertaken by other part time roles.

Project Work

- As required, contribute or oversee relevant projects as they relate to the finance functions of the College

Contribution to the general life of the College:

- Provide effective support and assistance to other team members.
- Collaborate with internal and external stakeholders (including church and para-church organisations) in a professional manner that reflect College organisational values.
- Represent and actively promote the College within the wider Christian community.
- Undertake relevant internal training as requested.
- Understand and comply with SMBC Codes of Conduct, Work Health & Safety, Safe Communities, Privacy and other College policies.

Working relationships

- Property and Facilities Manager
- Supporter and Relationship Manager
- Service Centre Team Leader
- Student Services Team
- Bridge Program Director
- Library Team Leader
- Technology Team Leader
- Finance Officer
- Finance Officer - Payroll

Person Specification

The successful candidate will:

- be a mature Christian and active member of a local church.
- live a lifestyle consistent with Christian standards of holiness.
- be committed to the vision, mission and values of SMBC

- able to build business partnering relationships with other stakeholders
- be a good communicator
- good attention to detail on processing tasks
- sound skills in using systems such as Xero, Stripe and Salesforce
- be able to manage conflicting priorities with a calm and measured approach.
- possess a current valid Working with Children Check and Safe Ministry training.

Knowledge/Skills/Experience required:

- Sound understanding of relevant tax and BAS regulations and requirements
- Capacity to engage with external auditor to develop audit plans and execute those plans in a timely manner
- Good level of computer literacy and adaptation to new software
- Developing new and effective ways to undertake financial processes