



PREPARING YOUR JOB APPLICATION

1. Read through the *Essential Information About Compassion* in the following pages to familiarise yourself with the big picture of Compassion's ministry. You can also find out more about who we are and what we do at [our website](#).
2. Read through the Job Advertisement for the role to familiarise yourself with the particular role you are interested in.
3. Prepare a written application comprised of:
 - a. A brief cover letter outlining why you are interested in the role and how you would fit with Compassion's organisational identity and culture as well as how your skills and experience suit the role.
 - b. A concise resume outlining your qualifications and employment history.
 - c. Answer the screening questions as part of the application form (approx 100 words per question).

ESSENTIAL INFORMATION ABOUT COMPASSION

MISSION

Compassion exists as an advocate for children – to partner with, equip and inspire the Church to release children from poverty in Jesus' name

VISION

Transformation of lives, communities and nations through releasing children from poverty in Jesus' name

DISTINCTIVES

Christ-centred: We are dedicated to caring for the poor in response to God's call and giving hope to the hopeless by spreading the Gospel of Jesus Christ in an age-appropriate, culturally relevant and non-coercive way.

Child-focused: Children are the hardest hit by poverty, the least able to change their circumstances, and at the heart of Jesus' ministry. We address the holistic needs of the individual child so that they can become responsible and fulfilled Christian adults and change agents in their communities.

Church-based: We partner with local churches to implement our holistic child development model because they are uniquely placed to understand the real needs of their community and foster an environment of stability.

STATEMENT OF FAITH

1. **WE BELIEVE** the Bible is the inspired, the only infallible, authoritative Word of God.
2. **WE BELIEVE** there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. **WE BELIEVE** in the deity of our Lord Jesus Christ, in His Virgin birth, in His sinless life, in His miracles, in His shed blood for the remission of sins, in resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
4. **WE BELIEVE** salvation is found only through Jesus Christ and requires individuals to acknowledge their sin, accept His forgiveness and repent.
5. **WE BELIEVE** that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
6. **WE BELIEVE** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
7. **WE BELIEVE** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto eternal separation from God.
8. **WE BELIEVE** in the spiritual unity of believers in the Lord Jesus Christ.
9. **WE BELIEVE** Jesus established the Church to carry out ministry on earth.

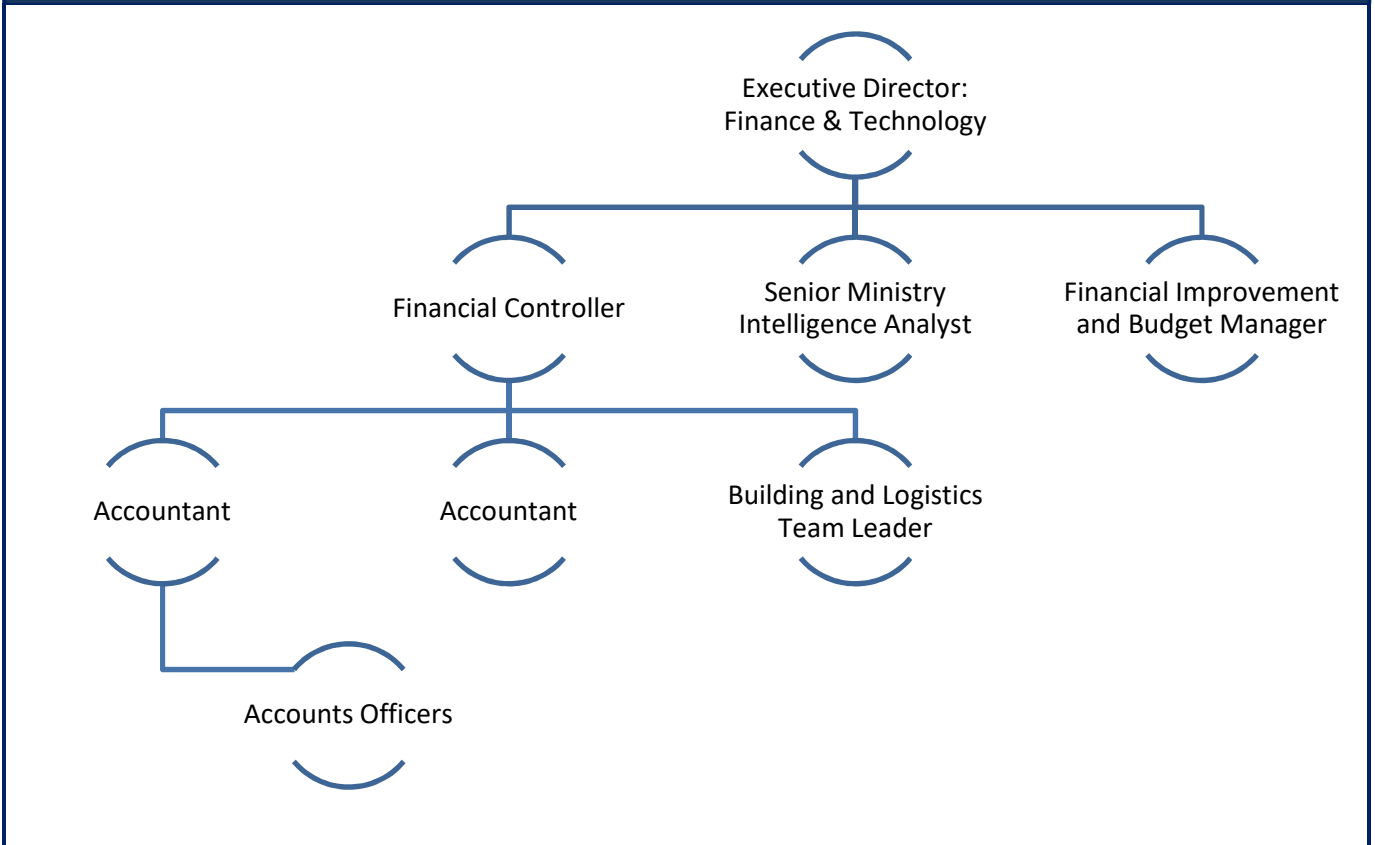
POSITION DESCRIPTION

Position Information	
Job title: Accounts Officer	Reports to: Accountant
Team: Accounts	One up Manager: Financial Controller
Section: Finance	Location: Newcastle
Job Description <input type="checkbox"/> New <input checked="" type="checkbox"/> Updated	Date updated: September 2019
Key Relationships: <ul style="list-style-type: none"> • Executive Director: Finance • Financial Controller • Finance staff • Other Compassion employees 	

Primary Purpose

In response to God's calling and in the power of the Holy Spirit, the Accounts Officer assists the Finance Team with a range of administrative duties including the processing of payments, entering data into accounting software, reconciling petty cash, travel advances, corporate credit cards, bank reconciliations and the reconciliation of balance sheet accounts.

Organisation Context



Subject: Position Description	Owner: HR	Job Family: Finance Job Band: 2
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Ministry Values and General Requirements

Ministry Values	Trust God	<ul style="list-style-type: none"> Am I trusting God and maintaining joy in all situations?
	Be Well	<ul style="list-style-type: none"> What am I doing to care for myself physically, emotionally, spiritually and mentally?
	Value Others	<ul style="list-style-type: none"> Do I champion those around me, treating them with dignity and respect?
	Achieve Together	<ul style="list-style-type: none"> Do I actively collaborate with others in order to fulfil our mission?
	Grow Through Challenge	<ul style="list-style-type: none"> Am I learning, adapting and pursuing creative solutions?
General Requirements	<ul style="list-style-type: none"> Active Christian faith demonstrated by involvement in local church fellowship Commitment to Compassion's Statement of Faith Strong desire to see children released from poverty in Jesus' name A servant heart with a desire to serve in the ministry of Compassion Personal and professional integrity Prepared to undergo Criminal History checks 	

Key Accountabilities

- Administer and process invoices and payment of Compassion Australia suppliers
- Administer and process payments and donations to Compassion Australia
- Maintain petty cash float for Newcastle office and assist Area office staff in the reconciliation and acquittal of petty cash
- Respond to financial enquiries from suppliers, staff, sponsors and donors
- Enter of payments, receipts and journals in accounting software
- Assist corporate credit card holders to acquit their expenses on a monthly basis, and enter expenses into accounting software
- Check and reconcile bank reconciliations, income book, debtors and other balance sheet accounts
- Assist the Financial Controller, Accountant and Senior Finance Officer in closing end of month and year
- Provide training and support to Executive Assistants and Area administration staff
- Other relevant duties as required

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Job Specific Skills, Knowledge & Qualifications, Experience

<p>Skills</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Exemplary administrative skills including attention to detail • Time management ability • Strong mathematical and analytical ability • Sound judgment • Accurately reconcile banking, debtors, creditors and balance sheet accounts • Strong written and verbal communication skills • Ability to work autonomously and as part of a team • Intermediate ability with MS Word, Excel and Outlook • Minimum 30 wpm typing <p>Desirable:</p> <ul style="list-style-type: none"> • Ability to write procedures
<p>Knowledge & Qualifications</p>	<p>Essential:</p> <ul style="list-style-type: none"> • TAFE Certificate IV in Accounting or equivalent (or willingness to complete) • Knowledge of business principles and processes • Current Driver Licence <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of global poverty and development
<p>Experience</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Previous experience with data entry in computerised accounting software • Experience managing relationships with suppliers or customers/sponsors <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in documenting procedures and processes • Experience training others • Experience working for a Christian ministry or not-for-profit organisation

Competency Profile		
Foundational Competencies	Level	Description of Competency
Organisational Knowledge for Decision Making	2	<ul style="list-style-type: none"> Describes Compassion's basic philosophical and theological stance on key ministry topics (e.g. poverty) Explains details of Compassion field operations including Compassion's four core programs Describes features and purposes of Compassion ministry offerings in detail
Health & Safety	1	<ul style="list-style-type: none"> Identifies and responds to hazards, near misses, incidents and emergency situations according to established protocols Identifies relevant Health & Safety personnel (e.g. Health and Safety representative, Return to Work Coordinator) and process for contacting them
Communication	1	<ul style="list-style-type: none"> Uses active listening and speaking skills to interact with fellow employees and supporters in an encouraging and sensitive manner Writes simple documents (e.g. emails, letters) for a limited, internal audience in keeping with intended purpose.
Teamwork	2	<ul style="list-style-type: none"> Facilitates effective sharing of knowledge and resources within a workgroup Builds and utilises small internal networks in order to develop mutual understanding and complete tasks
External Relationships	1	<ul style="list-style-type: none"> Interacts infrequently with supporters and/or other external parties (e.g. businesses) in keeping with ministry guidelines in order to achieve simple tasks
Technology	3	<ul style="list-style-type: none"> Utilises advanced functions of generic productivity tools on a regular basis in order to complete work (e.g. pivot tables, macros) Utilises a range of specialised software packages to complete work (e.g. HRIS) Manages or models technological innovation and change within a workgroup
Analysis and Problem Solving	2	<ul style="list-style-type: none"> Utilises complex tools or reports (e.g. monthly finance reports) in order to make decisions, solve important problems or improve operations within a workgroup Promotes continuous learning and improvement within a workgroup
Organising	2	<ul style="list-style-type: none"> Manages multiple calendars to ensure effective use of time within a workgroup Manages the organisation of information within a workgroup in keeping with ministry guidelines Organises limited financial, human and technological resources in order to regularly complete complex tasks within a workgroup