**Finke River Mission**

**Finance Secretary**

Finke River Mission (FRM) has served the Aboriginal people in Central Australia for over 140 years. The Lutheran Church of Australia (LCA) has a long and positive history of ministry and care among the Indigenous people of Australia. The early German missionaries worked hard to preserve culture and language while also protecting the people from the many threats that existed during this time. FRM and the LCA support over 60 Aboriginal pastors and church leaders who, together with FRM personnel and the Alice Springs Lutheran Church, share the gospel with more than 7000 Aboriginal Lutheran people in and around Alice Springs.

Through FRM the LCA also provides Christian secondary education at Yirara College in Alice Springs and Kintore to approximately 200 Indigenous boarding students from remote Northern Territory, Western Australia and Queensland. FRM operates a general store service and the Historical Precinct in Hermannsburg at the request of the local community.

**About the Position**

Based in North Adelaide, with regular intra- and inter-state and international travel this positon provides high level financial oversight and coordination for the FRM and associated partner boards. The primary objective of this role is to ensure all financial, legal and statutory responsibilities of the various entities (in diverse jurisdictions) are met.

Primary responsibilities:

* Provide high level reporting to FRM Board, FRM Services Ltd., Lutheran Overseas Partner Churches, Lutheran Mission Developments and Lutheran Mission International.
* Preparation of financial accounts
* Support year-end Audit process and prepare and lodge statutory reports
* Lead annual planning and budget process
* Direct oversight of and responsibility for each of the respective missions accounting systems
* Process and account for international currency transactions
* Act as General Secretary to FRM Board, FRM Services Ltd., Lutheran Overseas Partner Churches, and Lutheran Mission Developments.

**Essential Selection Criteria**

* Qualified CPA or ACA
* LCA Professional Standards Training (or to be completed as soon as possible once employed)
* Excellent written and oral communication skills
* Excellent inter-personal qualities
* Excellent planning and organisational skills
* Excellent people management and leadership skills
* Excellent accounting and financial management skills
* Excellent understanding of finance legal and statutory requirements including corporation’s legislation
* Ability to work effectively when unsupervised and demonstrate initiative
* Ability to maintain absolute confidentiality and exercise discretion.

The position description, including the full list of selection criteria can be found at <http://www.lca.org.au/departments/ministry-support/church-worker-support/calls-employment-volunteering/>

Completed applications, including cover letter addressing selection criteria, and resume should be emailed to Dr Chris Materne, Manager Church Worker Support at [christine.materne@lca.org.au](mailto:christine.materne@lca.org.au) by 5pm, Friday 20th October, 2017.