

**Lutheran Church of Australia
Position Description**

**Position title: Finance Secretary**

**Reports to: Respective Mission Boards**

**LCA/District department: Finke River Mission, Yirara College, Lutheran Mission Developments, Committee for International Mission, Lutheran Overseas Partner Churches**

**FTE: 0.8**

**Employment period: 3 years with a possible option to extend**

**Location: LCA National Office, North Adelaide**

**Objective of position**

This position will provide efficient and effective financial oversight and governance of the Finke River Mission (FRM), Lutheran Overseas Partner Churches, Lutheran Mission Developments, FRM Services Ltd., and Lutheran Mission International. This position also ensures Australian financial, legal and statutory responsibilities are met while liaising with overseas bodies and meeting their requirements.

**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.

**Duties of Position**

**Finke River Mission and its Related Entities**

* Provide financial and statutory governance of the operations of the Mission
* Be responsible for the financial records, present regular financial reports & arrange audits
* Prepare end of year financial accounts and lodge them with the ACNC
* Prepare budgets for presentation to the board
* Provide financial advice to the Board.
* Monitor operating margins and provide early warning for corrective action
* Liaise with relevant professional advisors where necessary.
* Provide advice and assistance where necessary to the bookkeeping and clerical staff
* Arrange travel for board members and other officials as required from time to time
* Prepare agendas, record and prepare minutes of the Finke River Mission Board
* Ad hoc assistance in relation to promotional matters etc.

**Lutheran Mission Developments**

* Provide financial and statutory governance of the operations
* Be responsible for the financial records, present financial reports, & arrange audits
* Act as Public Officer, Secretary and a Director of Lutheran Mission Developments
* Prepare end of year financial accounts and lodge them with the ACNC
* Prepare agendas, record and prepare minutes of the meetings of the directors
* Arrange and negotiate with chairman and directors for loans against properties
* Act as property manager for LMD properties, including arranging rents and reimbursements and the upgrading and maintenance of rented properties
* Responsible for management of LMD share portfolio in consultation with share broker
* Liaise with relevant professional advisors where necessary
* Preparation and lodgment of Business Activity Statements (BAS) and GST payments.

**International Mission of the Lutheran Church of Australia**

* Oversight of the financial records and presentation of financial reports
* Lead the annual budget preparation process
* Oversight of payment of salaries for overseas staff via LCA Central Treasury Service
* Calculate and review cost of living factors for staff overseas
* Oversee preparation of PNG group certificates
* Assist with the arrangements through banks, drafts, mail transfer, etc. for the forwarding of funds to overseas countries
* Prepare details for worker’s compensation insurance (personal accident) and medical insurance for Australian staff in PNG
* Process expenditure of Board and staff through the 'Lutheran Overseas Partner Churches' donation, project and expense amounts incurred in Papua New Guinea.

**Lutheran Overseas Partner Churches**

* Be responsible for financial records of LOPC. Maintain dual currency ledger, i.e. Papua New Guinea kina and Australian dollars
* Forward funds to PNG in accordance with LOPC (Lutheran Overseas Partner Churches) and OPAC (Overseas Personnel Affairs Committee) budgets
* Forward project and donation funds to ELC-PNG (Evangelical Lutheran Church of Papua New Guinea) in accordance with LOPC (Lutheran Overseas Partner Churches) schedule.
* Prepare financial statements and report to supporting partners: Germany, United States of America, Australia, etc.
* Process on behalf of the overseas supporting partners, expenses incurred in Australia, accommodation, medical etc.
* Receive from overseas supporting churches contributions for budget and other projects
* Prepare estimates for the annual budget and cash flow requirement of the LOPC for submission to their meetings. Liaison with the administrator of the OPAC Implementation Committee in PNG in relation to the expenses in PNG
* Attend annual meetings in PNG and/or elsewhere of the Overseas Partner Churches and the Overseas Personnel Affairs Committee and the ELCPNG Partners Forum in PNG and act as minute secretary and consultant at such meetings. Consultant for the financial administration of ELC-PNG.
* Oversee the preparation and calculation on behalf of the Evangelical Lutheran Church in Bavaria, Evangelical Lutheran Church in Northern Germany, Leipzig Mission Centre and the Evangelical Lutheran Church of America, staff taxation records and PNG tax group certificates
* Prepare estimates for worker’s compensation insurance of staff of supporting overseas partner churches
* Oversee and assist where necessary the processing of on-field expenses incurred on behalf of LOPC and the statement preparation for claims for reimbursement
* Preparation and lodgment of Business Activity Statements.

**General**

* Participate in negotiated and agreed professional development
* Undertake other duties as determined by line manager.

**Required qualifications, skills and qualities**

* 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.

**Desired qualifications, skills and qualities**

* Active member of the Lutheran Church
* Demonstrated commitment to living a life of Faith, and models the Gospel of Jesus Christ
* Ochre Card/Working with Children or other probity police type check or willingness to obtain
* Demonstrated experience of working with diverse cultures

**General terms of appointment**

* Willing to work in a Christian environment and uphold the values and teachings of the Lutheran Church of Australia
* Agree to abide by all LCA and FRM policies and comply with procedures as applicable
* Observe and comply with the LCA Work, Health & Welfare policies and procedures
* Prepared to travel interstate regularly, including at short notice, and internationally
* After a three-month initial review, a position review will be conducted annually.