

Church and Trust Accounting Services

Position Description: Accountant

Reports to: CEO

Location

Anywhere in New Zealand. The work is internet and e-mail based and can be done from any location with a broadband internet connection.

Background

Church and Trust Accounting Services (CATAS) is a charitable company owned by the Baptist Union of New Zealand but is independently operated. CATAS was set up in 2005 to provide accounting and payroll services to churches and charitable trusts throughout New Zealand.

CATAS provides professional, low cost services to the charitable sector with a particular emphasis on assisting churches and related charitable trusts in the areas of accurate financial records, timely compliant financial reporting and quality payroll systems.

Purpose

To take responsibility for a portfolio of clients, providing them with:

- Monthly financial reports
 - Annual Performance Reports (with reconciliations) for audit and presentation to members
 - Advice on accounting issues
 - GST returns
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Competencies

Technical and experience

- Sound understanding of best practice financial and accounting reporting requirements in the context of the Not-for-profit sector including Tier 3 and 4 standards
- Sound knowledge of GST legislation
- Experience in using Xero preferred
- Financial qualifications, such as BCA, BCom or equivalent, preferred
- NZ Chartered Accountant with understanding of reporting standards preferred
- Basic understanding of payroll would be an advantage

General

- Detail conscious
- Timely in meeting deadlines combined with an ability to deal with competing demands and priorities
- Excellent communication skills
- Pro-active ability to deliver results
- Strong sense of responsibility and accountability
- Good computer skills

Attributes

- "Can do" attitude
- Energetic
- Positive
- Credibility
- Integrity and loyalty
- Comfortable working largely unsupervised