



Position: RBC Church Finance Administrator
Responsible to: Senior Pastor
Availability: Immediate start
Status: approx. 10 hours per month

Who are we:

RBC is a place to be family. We value being real, pursuing God, gathering together, having a go, and following Jesus.

We are looking for:

Someone who loves Jesus and is a finance champion, experienced in using Xero or willing to learn. If you love numbers, budgets, balance sheets and paying accounts you are our person.

With a focus on the effective stewardship of the church's financial and non-financial resources the Finance Administrator position exists to:

- Manage the church's finances on behalf of the Church, closely liaising with the Senior Pastor
- Provide reports for board meetings as appropriate
- Maintain up to date financial assistance to the Church Staff Team
- Compliance with all legal, church and denominational requirements

Major Areas of Responsibility:

- Monitor, with the Senior Pastor, the Competency Profile for this role
- Maintain all aspects of financial data entry, accounts payments and payroll etc. through Xero
- Ensure all in-coming money is banked and recorded
- Ensure all invoices are checked and arrange payment of accounts.
- Prepare BAS
- GST
- Reconcile bank accounts
- Work with the independent auditor of church accounts at EOY

It is not a requirement that you attend RBC but your application must include a pastors reference and you must also agree with our Statement of Faith.

To apply, please submit a CV, including a cover letter as well as a pastors reference to christine@rockingham.org.au by Sunday 30th March 2025.

Thank you for your interest and prayerful consideration.