

ACCOUNTS OFFICER

- Permanent Part-Time role - 3 days per week
- Based in Sydney
- Hybrid and flexible working environment

Are you a detail-driven professional who loves numbers, keeping things organised, and ensuring processes run smoothly? If accuracy and making sure everything adds up is your thing, this could be the perfect role for you!

WHY OPEN DOORS?

In Christ, we strengthen the most persecuted. We connect the Australian and New Zealand church with their persecuted family to deepen one another's discipleship journey. When you work with us, you'll get the chance to strengthen the faith of persecuted Christians, even in the most dangerous places.

We asked our people their thoughts on working with Open Doors and here's what they had to say:

- "Working for Open Doors means being challenged and encouraged in your faith every day! It's a privilege to be in a job that helps strengthen the global body of Christ."
- "Seeing and hearing real stories of persecution has forced me to see my walk with Christ in a new way."
- "It is such a joy to know that I'm using the gifts that God has given me to help serve those who need to be served."

Working with us also provides the opportunity to be a part of regular team devotions, access to Christian counselling and mentoring, as well as coming together for bi-annual team days for fellowship, prayer, and worship.

OUR IMPACT

Last year, our work at Open Doors helped **8,007,547 persecuted Christians** across the globe, providing:

- 1,865,739 people with the distribution of **Bibles and other Christian literature and media,**
- 3,667,593 people with **biblical training,**
- 1,240,627 **in person visits, care, prayer, and counselling,**
- 565,126 people with **socio-economic development,** and
- 668,462 people with **advocacy**

As a growing and respected ministry that supports persecuted Christians in more than 70 countries, we are the leading voice on Christian persecution and trusted partner to build a mature and unified global Church. We're excited to hire someone who shares the same ideals by connecting with like-minded people, partners, and communities.

ABOUT THE ROLE

As a pivotal member of our team, you will play a crucial role in ensuring the accuracy, integrity, and efficiency of our financial processes. Your work will support the smooth operation of the ministry by maintaining precise financial records, processing transactions, and contributing to best practice finance procedures.

As an Accounts Officer, your responsibilities will include, but are not limited to:

- Accurately entering financial transactions into accounting software, ensuring all data is current and correct, and utilising tools like Salesforce and Xero to validate and cross-check data.
- Cross-referencing financial records with bank statements and source documents to ensure accuracy, identifying and rectifying discrepancies to maintain financial integrity.
- Recording and processing donations in line with regulatory requirements and supporter expectations.
- Maintaining detailed and accurate records to comply with audit standards and finance best practices.
- Managing accounts payable and receivable tasks, including processing invoices and payments promptly, monitoring outstanding receivables, and following up to ensure timely payments.
- Collaborating with internal stakeholders to implement and improve finance processes, providing recommendations to enhance efficiency and accuracy.
- Ensuring the confidentiality and security of financial and supporter information, adhering to organisational policies and regulations.

SKILLS AND EXPERIENCE

For this role, we are ideally seeking the following:

Essential:

- Minimum of 1-2 years of experience in a similar role.
- Proficiency in accounting software (e.g., QuickBooks, Xero) and Microsoft Office Suite, particularly Excel.
- Basic understanding of accounting principles and practices.
- Excellent attention to detail and accuracy.
- Strong organisational and time management skills.
- Ability to work independently and as part of a team.
- Good communication and interpersonal skills.
- Ability to handle confidential information with integrity and professionalism.

Desirable:

- Relevant Diploma or Certificate qualified
- Experience with Xero and/or Salesforce
- Experience in a fundraising or not-for-profit environment

JOIN US

If you're passionate about numbers, have a keen eye for detail, and thrive in a supportive, values-driven environment, we invite you to join our team. Help us in our mission to serve persecuted Christians globally by applying your skills and experience to the Accounts Officer role at Open Doors.

To apply for the position, please submit your resume (maximum 3 pages) and cover letter to peopleandculture@od.org.au Applications are to be received by **9 a.m. on Tuesday, 28 January 2025**.