

ACCOUNTANT

PERMANENT PART-TIME ROLE

- Use your finance skills for purpose in a mission driven, Not-for-Profit ministry
- Finance role in a hybrid working environment
- Permanent part-time/flexible role, 4 days per week, supporting the financial stewardship of our Ministry

WHY OPEN DOORS?

Our team at Open Doors is united in our love for Jesus Christ and His Commission. When working at Open Doors, you will get the chance to strengthen the faith of Christians all over the world, through Discipleship, Emergency Relief, and Community Engagement.

We asked our people their thoughts on working with Open Doors – here is what they had to say:

- *“It is such a joy to know that I’m using the gifts that God has gifted me to help serve those who need to be served.”*
- *“Seeing our amazing work impact countries around the world has opened my eyes to what it is like for other Christians.”*
- *“I have personally grown so much through interacting with believers who have suffered for their faith, and also being on such an amazing team of passionate, experienced and dedicated people.”*

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, celebration, and worship.

OUR IMPACT

In 2025, our work at Open Doors helped over **6 million persecuted Christians** across the globe.

Overall, we provided support to:

- 3,782,086 Christians and Church Leaders with biblical training
- 1,220,087 Christians with the distribution of Bibles and other Christian resources
- 803,896 Christians impacted by violence and disaster with emergency relief
- 356,700 Christians supported through advocacy
- 535,680 with socio-economic support

As a growing and respected ministry that supports persecuted Christians in more than 70 countries, we’re excited to bring on someone who shares the same vision, strengthening our organisation by connecting with like-minded people, partners, and the community.

ABOUT THE ROLE

The Accountant will support Open Doors Australia and New Zealand’s financial stewardship by maintaining accurate finance records, supporting month-end and consolidated reporting, receipting and donation processing, compliance obligations, and continuous improvement of finance systems and data integrity. This role works closely with the Executive Director: Finance, Risk & Compliance and across teams to provide clear, reliable financial information that supports decision-making and strengthens the ministry.

Your duties will include, but are not limited to:

- Support month-end processes, including analysis, journal postings, and timely close activities.
- Assist with consolidated financial reporting, financial modelling, and insights to support organisational decision-making.
- Oversee receipting workflows across Australia, New Zealand, and PBI, ensuring accurate donor records, reconciliations, and audit-ready records.



- Provide support and backup across donation processing, Accounts Payable, Weel, and related finance operations as needed.
- Support compliance tasks, regulatory submissions and audit preparation across Australian and New Zealand obligations.
- Maintain and improve finance data accuracy across systems including Salesforce, Xero, Tableau/Power BI, Weel, and related data sets.
- Troubleshoot data and process issues, designing simple quality controls and exception-handling processes.
- Partner with teams to support GAU allocations, ensuring workflows are aligned with budget, compliance, and reporting requirements.
- Act as a finance liaison with IT and respond to data and process queries from internal stakeholders.
- Create concise how-to guides for key finance processes, including allocations, receipting, and reconciliations.
- Communicate financial information clearly to non-financial stakeholders and contribute to improved financial literacy across the organisation.
- Contribute to finance and technology projects that enable organisational priorities and strengthen ministry operations.

SKILLS AND EXPERIENCE

We are seeking a dedicated, like-minded finance professional to join our faith-based organisation. For this role, we are also ideally seeking the following:

- Degree or equivalent experience in Accounting, Finance, Business, or a related discipline;
- Experience in financial management, reporting, reconciliations, and month-end processes;
- Hands-on experience with Xero or similar accounting platforms, with confidence using Microsoft Excel and related finance systems;
- Experience or working knowledge of Salesforce or similar CRM systems would be advantageous, but is not essential;
- Strong analytical, problem-solving and reconciliation skills, with the ability to turn financial and operational data into useful insights;
- Excellent communication skills, with the ability to support and advise cross-functional stakeholders clearly and practically;
- Proven ability to manage multiple priorities, maintain attention to detail, and contribute to process improvement; and
- A mature Christian faith and commitment to the Open Doors Statement of Faith, Mission, and Vision.

JOIN US

If you share our passion to make a difference for the most important issues in our Christian world today, we would love to hear from you!

Please submit your brief resume (max. 3 pages) and cover letter to peopleandculture@od.org.au

Applications to be received by 9 a.m., Monday 10th August 2026.