

JOB DESCRIPTION



Position:	Graduate Assistant Accountant
Status:	Full-time 24 months maximum-term contract
Employer:	Seventh-day Adventist Church (SPD) Ltd
Department:	Treasury
Reports to:	Senior Accountant – SPD Treasury
Locations:	SPD Head Office: 148 Fox Valley Rd, Wahroonga 2076 Local Conference: Greater Sydney or NNSW
Date Revised:	30 October 2025

Organisation Environment:

The South Pacific Division of the Seventh-day Adventist Church office is the administrative headquarters for Australia, New Zealand and most of the South Pacific island nations. The focus of this office as a Christian organisation is to be a catalyst for a disciple making movement that enables people to follow Jesus Christ, obey His commands together, and continue to multiply and serve the community.

Mission:

Make disciples of Jesus Christ who live as His loving witnesses and proclaim to all people the everlasting gospel of the Three Angels' Messages in preparation for His soon return. (Matthew 28:18-20, Acts 1:8, Revelation 14:6-12)

Vision:

A thriving Adventist movement living our hope in Jesus and transforming the Pacific.

Purpose:

To inspire hope and wholeness of life in our communities.

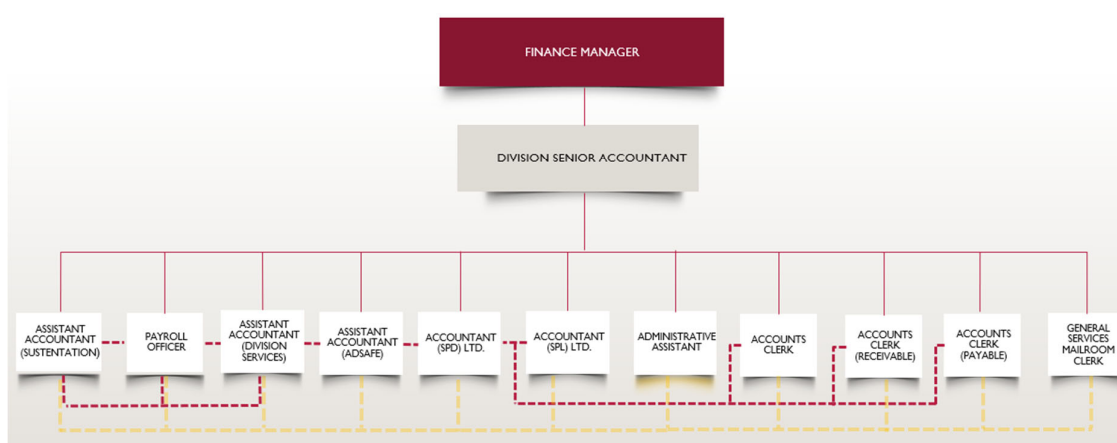
Values:

- ❖ **Faithfulness:** We are committed to God's Mission.
- ❖ **Integrity:** We walk the talk.
- ❖ **Respect:** We value all people.
- ❖ **Service:** We are here to serve others.
- ❖ **Courage:** We stand for what is right.

The South Pacific Division Treasury department is responsible for the accounting and reporting functions of the South Pacific Division. The role of the Graduate Assistant Accountant is to gain experience and understanding of the Church's accounting and finance related activities within Treasury, the wider Division office and other related entities.

- This role reports to the Division Senior Accountant for overall responsibility. During placements, the role reports to the supervisor of the allocated section for specific tasks.
- Appointed by the Seventh-day Adventist Church (SPD) Limited.
- Term is for 24 months maximum contract with a 6 month probationary period.
- Employed under the provisions of the South Pacific Division Wages Schedule (Australia).
- Probationary initial appraisal within 6 months then formal appraisal at 12-18 months. Informal reviews to be completed by each supervisor of the allocated section at the conclusion of each placement, with a copy sent to the Division Senior Accountant – SPD Treasury.

SOUTH PACIFIC DIVISION TREASURY ORGANISATIONAL CHART



Primary Objective:

1. Gain experience in specific areas of the Church's accounting and finance related activities.
2. Develop a thorough understanding of the church's accounting and financial management systems and methods.
3. Provide practical treasury support to the departments/areas to which they have been assigned.

Key Accountabilities:

It is the responsibility of the work section leader to provide duties which will provide experience and insight into the operations of the work section. However, the following list indicates examples of the accountabilities and duties that may be assigned to the Graduate Assistant Accountant:

1. Processing advice notes, invoices and enquiries from various entities.
2. Prepare and distribute operating statements.
3. Prepare and analyse various reconciliations.
4. Assist in the preparation of financial statements.
5. Process payments to creditors.
6. Exposure to various accounting software.
7. Exposure to payroll functions.
8. Preparation of the monthly BAS.
9. Other duties as directed by each supervisor.

Work Placements:

Work placements are at the discretion of the South Pacific Division Treasury and dependent upon where priorities exist. The table below sets out the possible Sections and timeframes where placements may occur. Work responsibilities will vary according to the section requirements.

Potential Sample Placements:

Section	Time Frame	Supervisor	Location
SPD Treasury	6 months	Senior Accountant – Praveen Saggurthi	148 Fox Valley Rd, Wahroonga NSW 2076
Division Financial Services	3 months	Investment & Financial Services Manager	148 Fox Valley Rd, Wahroonga NSW 2076
GC Auditing Service – South Pacific	3 months	Associate Director / Regional Manager	148 Fox Valley Road Wahroonga NSW 2076
Adventist Technology	3 months	IT Manager	148 Fox Valley Road Wahroonga NSW 2076
Adventist Media	3 months	Commercial Manager	150 Fox Valley Road Wahroonga NSW 2076
ACA Health Benefits Fund	3 months	Fund Manager	148 Fox Valley Road Wahroonga NSW 2076
Local Conference	3 months	TBA	TBA

NB: All areas located at Fox Valley Road Wahroonga 2076, except for Local Conferences outside of Sydney.

At the commencement of each period the Section Supervisor will provide an outline of the specific functions and duties to be carried out during that period. Each Section may provide exposure to different accounting processes and procedures. At the end of each period the Section Supervisor will complete a review on the Graduate Assistant Accountant's performance and send it to the Division Senior Accountant at SPD Treasury.

Key Communications:

Contact/Organisation	Purpose and Frequency
INTERNAL	
<ul style="list-style-type: none"> Senior Accountant SPD Treasury Staff Supervisor and staff at assigned placement within SPD office. 	<ul style="list-style-type: none"> Overall directions and approvals for leave and work allocation. Training and guidance on treasury work tasks and functions. Daily direction, training and guidance on work tasks during placement.
EXTERNAL	
<ul style="list-style-type: none"> Supervisor and staff at assigned placement external to SPD office. Unions and Conferences/Missions 	<ul style="list-style-type: none"> Daily direction, training and guidance on work tasks during placement. Liaising on work responsibilities where needed. Familiarity with operations and wider scope of work.

Key Challenges:

- Learning the Seventh-day Adventist Church accounting systems and processes.
- Transitioning to different work sections and learning the local systems in a limited amount of time.

Requirements, Knowledge, Skills and Experience:

Essentials

1. Must be a practising baptised member of the Seventh-day Adventist Church with a strong commitment to its mission. This would incorporate an active relationship with Jesus Christ characterised by a deep desire for worship and service to God.
2. Tertiary undergraduate degree in accounting, business or commerce.
3. Competent written and verbal English language communication skills.
4. Demonstrate a sound understanding of basic accounting practices and procedures.
5. Eligibility to hold a missionary license with the Seventh-day Adventist Church.
6. Eligibility to work in Australia full-time without restriction.

Preferred

1. Ability to quickly learn and apply technological developments.
2. Ability to meet predetermined work deadlines.
3. Be computer literate and possess experience in the use of relevant computer based accounting package(s).
4. An understanding of Australian Accounting Standards, Taxation Law, Corporate Law, Commercial and General Business Law.

Physical Demands:

This job will require a certain degree of physical activity, including some standing, walking, bending, kneeling, lifting and carrying of light items etc.

Behavioural Competencies:

In conjunction with the Competency Framework factsheets, the incumbent is expected to demonstrate the following competencies:

- **Analysing (4.3)** - Analyses numerical data, verbal data and all other sources of information.
- **Learning and Researching (5.1)** - Gathers comprehensive information to support decision making; rapidly learns new tasks and quickly commits information to memory.
- **Following Instructions and Procedures (6.3)** - Follows procedures and policies; keeps to schedules; arrives punctually for work and meetings.

Workplace Health and Safety:

As an employee of the South Pacific Division you are required to:

1. Carry out your duties in a manner which does not adversely affect your own health and safety or that of others;
2. Cooperate with measures introduced in the interests of work health and safety;
3. Undertake relevant training provided in relation to WHS;
4. Immediately report all matters which may affect workplace health and safety to your supervisor;
5. Correctly use any information, training, personal protective equipment and safety devices provided;

6. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons;
7. Undertake only those tasks for which you have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place; and
8. Cooperate with arrangements made to assist the return-to-work of ill or injured staff.

Confirmation:

Name of the incumbent: TBC

Date of commencement in position: TBC