

The Salvation Army Position Description

Position:	Divisional Financial Accountant
Appointee:	
Report to:	Divisional Business Administrator (DBA)
Functional Relationships:	Other divisional staff for financial procedures
Key Relationships:	Divisional staff, Corps Officers and Finance Locals (Administrators, Treasurers), Centre Directors/Managers and their Administrators, and TSA Finance Staff
Location:	Divisional Headquarters, Wellington
Hours:	This is a salaried position and the hours are usually 37.5 hours per week, Monday to Friday, 8.30am to 4.30pm with half an hour lunch break, but some additional hours are necessary from time to time.

The Salvation Army Mission Statement

The Salvation Army is a worldwide evangelical Christian Church and human service provider.

Our message is based on the Bible. Our ministry is motivated by love for God. Our mission is to preach the gospel of Jesus Christ and meet human need in his name without discrimination.

We aim to care for people and transform lives through God in Christ by the Holy Spirit's power. We work for the reform of society by alleviating poverty, deprivation and disadvantage, and by challenging evil, injustice and oppression, in the name of Jesus.

Division

The Salvation Army Central Division is located at 202-204 Cuba Street, Wellington. Its area of responsibility extends from Wanganui/Dannevirke in the north down to, and including, Wellington in the south. Currently there are 23 Corps and a number of Community Ministries programmes.

Position Purpose

This position reports to the Divisional Business Administrator is primarily responsible to ensure that the financial reporting obligations of The Salvation Army Central Division are met and that the financial accounting functions are carried out to a high standard.

This position manages all aspects of the financial accounting function for The Salvation Army Central Division.

This position provides financial information to be used by the divisional management board for decision making, planning and performance evaluation.

The Salvation Army Position Description

This position has a functional working relationship with the Territorial Financial Secretary (or nominee) on the following: Financial Accounting; Financial Operations; Financial Systems; and Training.

Responsibilities

Financial Accounting

- Responsible for the preparation of monthly financial statements for Central Divisional Headquarters (DHQ), Corps and Community Ministry Centres in accordance with the timetable, format and instructions set by TSA Finance.
- Provide monthly analysis reports to Divisional Management Board as directed.
- Provide quarterly financial reports to Divisional Management Board.
- Responsible for the preparation of annual financial statements to audit standards, for Central Divisional Headquarters (DHQ), Corps and Community Ministry Centres in accordance with the timetable, format and instructions set by TSA Finance.
- Ensure that financial statements comply with all internal and external accounting standards and accounting principles.
- Review and validate financial statements, explaining variances and assisting the Divisional Management Board in their understanding and decision making.
- Ensure that all financial position (balance sheet) accounts have been reconciled monthly.
- Preparation of working papers for the external auditors.
- Responsible for the processing of funding to division's corps and community ministry operations.
- Prepare journals for Central Divisional Headquarters (DHQ), Corps and Community Ministry Centres, e.g., income, other accruals etc.
- Understanding of the impact of GST for The Salvation Army.
- Ensure that all related party transactions are recorded accurately.
- Assist Corps and Community Ministry Centres in preparation of Related Parties Journals.
- Ensure that restricted and designated reserves are properly accounted for and are used only for specified purposes, including ensuring the funds are not used for general operations.

The Salvation Army Position Description

- Ensure the correct treatment in the financial reports of accrual accounting and appropriations to and from reserves.
- Ensure that the reserves sub ledger is reconciled to the general ledger accurately, completely and in a timely manner.
- Analyse and prepare commentary on the reserves held within the division, reviewing purposes and recommending actions, if required, to reserves.
- Prepare necessary reports for review by the divisional management board.

Financial Operations

- Provide the Divisional Management Board with financial reports, statistics, forecasts and other information necessary on financial performance to enable effective financial management and control of The Salvation Army Central Division.
- The Salvation Army Central Division liaison to TSA Finance and Finance Support Team (FST) on all financial accounting matters as they relate to the division including, but not limited to: financial reports, AP and AR processing, journals, and bank reconciliations.
- Provide accounting expertise to Corps and Community Ministry Centres on all financial accounting matters including, but not limited to: financial reports, AP and AR processing, journals and bank reconciliations.
- Ensure that operational financial matters for the division are properly attended to including, but not limited to: financial reports, AP and AR processing, bank reconciliations and journals.
- Responsible for managing the preparation and review of the division's budgets.
- Assist DBA with ensuring that all budgets for The Salvation Army Central Division are prepared in accordance with the timetable, format and instructions set by TSA Finance.
- To assist DBA with the preparation of necessary budget reports.
- Ensure all invoices for Central Divisional Headquarters (DHQ) are correctly coded, authorised and batched for entry into Finance One by the Finance Support Team. Ensure correct supporting documentation is provided with invoices.
- Processing all journals and any corrections (as necessary).
- Provide financial forecasting and budget advice on projects, business plans and new local initiatives to divisional management board.

The Salvation Army Position Description

- Identify internal control weaknesses and process improvements. Initiate and recommend changes that will enhance effectiveness of financial reporting.

Training

- Undertake professional development to maintain professional expertise.
- Attend TSA Finance workshops as required.

Management

Leadership

- Operate within delegated authority.

Divisional Management Board

- Participate fully and co-operatively in the Divisional Management Board on financial matters.

Person Specification

Qualifications

- Relevant Tertiary qualification with an accounting major desirable
- Accounting Technician or qualified by experience will be considered.

Experience

- At least three to Five years sound Financial Accounting experience. A working knowledge in a Not for Profit organisation would be an advantage.
- A working knowledge in not-for-profit or public sector would be an advantage.
- Financial Management experience
- Experience preparing, reading and understanding budgets
- Experience reading, understanding and analysing financial reports/statements
- Experience preparing and monitoring budgets and controlling expenditure
- Experience with accounting software packages (Technology One)

The Salvation Army Position Description

Technical knowledge

- Knowledge of Technology One Financials or similar accounting package would be an advantage.
- Must be able to demonstrate a solid understanding of accounting principles especially as they relate to NZ Charities.

Understanding of TSA accounting standards, procedures and policies.

William Van Hooff
Divisional Business Administrator

Divisional Financial Accountant

5 March 2021