



WE'RE SEEKING A

FINANCE OFFICER

Christ College is seeking a Finance Officer. The position is permanent full-time (negotiable).

The successful candidate will work on-site at Christ College in Burwood, NSW, Australia. Duties will commence in March 2026.



ABOUT CHRIST COLLEGE

Christ College's vision is to see growth in Christ-centred leadership for God's church to God's world. We strive towards this vision by carrying out our mission to glorify God by preparing leaders for God's church and its gospel-centred mission in the world, enabling God's people to live for Christ in all of life.

Christ College is the theological college of the Presbyterian Church of Australia in New South Wales (PCNSW), governed by the Presbyterian Theological Centre Committee (PTCC). It is comprised of over 200 students studying in various modes (full-time, part-time, face-to-face, intensive, online) as well as both academic and support staff.

Christ College is an affiliated college of the Australian University of Theology (AUT), a consortium of 16 Bible and Theological colleges. The AUT is responsible for the accreditation of the courses offered at Christ College, as well as maintaining educational standards across the consortium.

For more information about Christ College, visit our website at www.christcollege.edu.au.



ABOUT THE POSITION

POSITION SUMMARY

The Finance Officer supports the effective stewardship of the College's financial resources and contributes to sound operational administration.

The role has primary responsibility for the day-to-day financial operations of the College, including transactional finance, reconciliations, preparation of financial information, and coordination of repairs and maintenance of College facilities. The role also provides limited general administrative support under the oversight of the Director of Finance and Operations.

POSITION PURPOSE

Under Christ, to help Christ College strive towards our vision of seeing growth in Christ-centred leadership for God's church to God's world by:

- Faithfully stewarding the financial resources God has entrusted to the College through accurate financial administration, strong internal controls, and reliable reporting, enabling the effective training of Christian leaders.



POSITION OBJECTIVES & RESPONSIBILITIES



Objective 1
**Deliver effective
financial operations &
controls**

(Estimated 70% of load)

MUST DO

- Process accounts payable and receivable, including invoice entry, coding, payment preparation, receipting and allocation of funds;
- Maintain accurate financial records in the College finance system;
- Perform routine reconciliations and investigate variances;
- Prepare financial schedules and supporting documentation for month-end processing, external accountants and auditors;
- Liaise with related third parties on financial matters (e.g. Presbyterian Youth, Ministry Training Strategy, METRO, Grace Theological College);
- Liaise with external service providers (e.g. outsourced payroll, accountants, auditors);
- Respond to routine finance-related queries;
- Maintain appropriate documentation, audit trails and internal controls;
- Other reasonable finance-related duties as directed by the Director of Finance and Operations.

SHOULD DO

- Assist with budget preparation and monitoring;
- Prepare routine internal financial reports and summaries;
- Contribute to improvements in financial systems and processes.

COULD DO

- Assist with special projects such as system upgrades or process reviews.



MUST DO

- Provide general administrative support to the Director of Finance and Operations and Support Staff Team;
- Support facilities and operations administration, including maintenance of assets, processing maintenance invoices, maintaining asset and insurance records, and coordinating documentation;
- Support the administration of College rental arrangements and room bookings, including student accommodation, external tenants and short-term space hire; maintain booking and tenancy records, liaise with users, and coordinate invoicing information in collaboration with the Director of Finance and Operations.
- Assist with purchasing, record keeping and routine operational coordination.

SHOULD DO

- Assist with administrative support for College events and activities;
- Support other staff during peak workload periods.

COULD DO

- Contribute ideas for improving administrative efficiency.

MUST DO

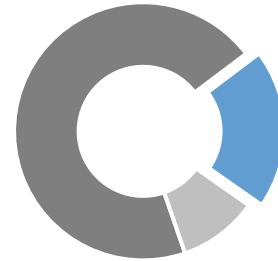
- Advocate for and embody the College vision, mission and commitments;
- Adhere to all College policies and procedures;
- Attend staff and other team meetings;
- Other reasonable duties as delegated by the Principal and/or Director of Finance and Operations.

SHOULD DO

- Be proactive in promoting a healthy and safe staff culture;
- Attend and participate in College events.

COULD DO

- Participate in the community life of the College;
- Propose and implement ideas contributing to the College vision and mission.



Objective 2

**Provide general
administration &
operational support**

(Estimated 20% of load)



Objective 3

**Contribute to staff team
and other College
initiatives**

(Estimated 10% of load)



ABOUT YOU

We are looking for someone who meets the essential and desirable criteria below.

ESSENTIAL CRITERIA

- Alignment with the Christian mission, vision and values of Christ College;
- Demonstrated experience in a finance, accounting or financial administration role;
- Sound knowledge of accounts payable, accounts receivable and reconciliations;
- High level of accuracy and attention to detail;
- Experience using financial management systems and spreadsheets;
- Ability to manage competing priorities and meet deadlines;
- Strong interpersonal and communication skills;
- Current *Working With Children Check*.

DESIRABLE CRITERIA

- Qualifications or progress toward qualifications in accounting, finance or business;
- Experience in a higher education, education or not-for-profit environment;
- Experience working with outsourced accounting or payroll providers;
- Familiarity with the Presbyterian Church of Australia in NSW;
- Familiarity with the Australian University of Theology.



APPLICATIONS

Applications and enquiries are to be directed to the Principal, Dr Ian Smith (principal@christcollege.edu.au), by 5:00PM (AEST) on Thursday 19th February, 2026.

Applications must include a cover letter, complete curriculum vitae showing relevant work experience, the names of two referees (one professional, one personal/character), and information on current church involvement.