



**DEAF MINISTRIES INTERNATIONAL
AND
DEAF ACTION**

POSITION DESCRIPTION

BOOKKEEPER/ACCOUNTANT

July 2010

Purpose:

This is a part time salaried position. To maintain the financial records of the organizations and to prepare reports as required.

General Understanding of the Position:

Deaf Ministries International is a ministry to deaf communities around the world. It currently has work in 23 countries. The international office is located at Pakenham, Victoria Australia.

Deaf Action currently supports relief and development programs globally. These projects are implemented by local partner organisations and managed by Project Staff within Deaf Ministries International.

Deaf Ministries International and Deaf Action are committed to working in partnership in ways that ensure development effectiveness and accountability and that builds capacity. This position will be responsible for maintaining the financial records of a number of programs and the projects within them.

Our overseas partners are Christian organizations that work with the deaf. As a result the position will require a person who is able to work and communicate in both the Relief and Development sector and the Christian Church context.

Reports To: Executive Director via the Administrative Assistant

Relates to:

- Deaf Ministries International office staff
- The International Treasurer of Deaf Ministries International
- International Chair and Board of Deaf Ministries International
- Overseas Boards of Deaf Ministries International
- Partner Church leaders and staff
- World Relief Australia staff
- AusAID staff
- Australian Council For International Development staff

Location: The International office is presently situated at 1 Treloar Lane, Pakenham, Victoria.

Key Duties:

1. Maintain Financial Records
 - Entering all transactions to computer
 - Oversight receipting
 - Preparing reports from Quickbooks
 - Undertaking bank reconciliations
 - Prepare all records for annual audit

2. Remittances
 - In conjunction with Administrative Assistant, prepare remittance of funds to International Treasurer
 - Report to World Relief Australia funds transferred for projects
3. Communicate
 - Assist in the preparation of publicity material for the work and projects of DMI and Deaf Action
 - Educate donors and supporters about financial needs of the organization
 - Communicate with the International Board and country Boards as needed
 - As requested, conduct training programs for overseas partners in financial management
4. Collaborate
 - Advise the Executive Director and Board in financial matters as requested
 - Assist in the organizations program strategy and operational planning process
 - As requested represent DMI and Deaf Action at Government / NGO / donor meetings
 - Develop and maintain relationships with World Relief Australia
5. Perform other tasks as required

Qualifications and Experience:

Strongly Preferred Education/Credentials

- University degree in relevant field.

Preferred Experience

- Experience in maintaining the financial records of a charitable organization
- Experience in addressing issues relating to financial management in developing countries
- Experience in working as part of a team

Critical Knowledge, Skills and Abilities

- Excellent interpersonal, organizational and time management skills
- Excellent communication skills (oral and written)
- Cross-cultural sensitivity
- Ability to communicate in a Christian church context
- Willingness to work within Deaf Ministries International and Deaf Action ethos
- Ability to work in and contribute to team building environment
- Attention to detail
- Thorough knowledge of MS Office
- Commitment to ACFID NGO Code of Conduct

Contact Details:

For further information contact Neville Muir P.O. Box 395, Beaconsfield Vic. 3807

❖ Tel: 03 5940 5431 ❖ Fax: 03 5940 5432 ❖ E-mail: info@deafmin.org