



Finance Lead – Hub Team

Position Description & Role Profile (0.6 FTE)

1. Position Overview

The Finance Lead is a key member of the Coast Community Church Hub Team, responsible for providing proactive, accurate, and insightful financial management (including finance tasks) across three ministry entities: **Coast Community Church, Coast Community Preschools, and Coast Community Care** (including Better Days Café).

This role supports Coast Community's shared calling to **Contend for the Renewal of the Central Coast** by ensuring sound financial stewardship, clear reporting, and the smooth functioning of all routine finance operations that enable ministry and mission to flourish.

The Finance Lead works with a high degree of autonomy, often independently, and brings both administrative excellence and domain expertise to a diverse group of stakeholders.

2. Reporting & Employment Details

- **Position Title:** Finance Lead
- **Reports to:** Hub Team Leader
- **FTE:** 0.6 (flexible work pattern to meet routine deliverables and peak periods)
- **Location:** Tumby Umbi or Bensville Hub Office
- **Award:** Clerks—Private Sector Award 2020 (MA000002), Level 4–5 (indicative; confirmed in employment contract)
- **Delegated Authority:** As per Coast Community Delegations of Authority Schedule
- **Conditions:** National Employment Standards, plus any applicable internal policies

3. Key Relationships

Internal:

- Hub Leader (line manager)
- Hub Team members
- Preschool Board and leadership
- Coast Community Care Board & leadership
- Coast Community Church Elders & Overseers

External:

- Auditors and accountants
- ATO and ACNC
- Banks and insurers
- Funding and support bodies including Churches of Christ NSW

4. Core Responsibilities

1. Bookkeeping & Financial Administration

- Maintain accurate, timely financial records for Church, Preschool, and Care (incl. Café).
- Ensure daily, weekly, and monthly reconciliations are completed to schedule.
- Manage digital recordkeeping in line with financial policies and Service Agreements.

2. Payroll (Church, Preschool, Care & Café)

- Process payroll accurately and on schedule.
- Maintain employee records and ensure compliance with relevant Awards and legislation.
- Administer PAYG, superannuation, workers compensation and leave balances.
- Support leaders with contract updates or new-starter documentation.

3. Budget Preparation & Monitoring

- Support annual budget development with entity leaders.
- Provide variance analysis, commentary, and recommendations.
- Assist budget owners in understanding and using financial information in decision making.

4. Accounts Payable

- Process invoices, payments, reimbursements, and supplier accounts.
- Reconcile accounts payable and resolve discrepancies promptly.
- Maintain positive relationships with suppliers and service providers.

5. Accounts Receivable

- Oversee invoicing schedules, receipt of income, and debtor follow-up.
- Maintain strong relationships with Preschool and Care stakeholders.
- Ensure income is allocated correctly in Xero.

6. Tax Compliance

- Prepare and lodge BAS/IAS/FBT as required.
- Stay informed on relevant legislative changes.
- Ensure compliance across all supported entities.

7. Insurances

- Maintain the insurance register.
- Support annual renewal and declaration processes.
- Liaise with insurers and brokers where necessary.

8. Financial Reporting

- Produce accurate monthly and quarterly financial reports for supported entities.
- Assist in preparing documentation for annual audits, reviews and regulatory submissions.
- Prepare reporting required under entity-specific Service Agreements.

9. Systems, Process Improvement & Technology

- Maintain and enhance digital workflows using Xero, Deputy, and Tithe.ly.
- Identify opportunities to improve efficiency, accuracy, and integration.
- Lead or participate in policy updates, process reviews, and system improvements.

10. Collaboration, Service Delivery & Stakeholder Support

- Deliver financial services in accordance with the Service Agreements with Preschool and Care.
- Support leaders with financial insight, forecasting, and basic modelling.
- Contribute to Hub Team rhythms, meetings, and culture.
- Represent finance within cross-functional conversations.
- Work independently and proactively, communicating clearly with stakeholders whose work hours vary.
- Strengthen relationships with Churches of Christ NSW shared services.

5. Required Qualifications & Experience

- Certificate IV or Diploma in Accounting, Bookkeeping, Business, or equivalent experience.
- Minimum 3 years' experience in finance administration or bookkeeping.
- Demonstrated competence across the full accounts cycle.
- Experience in a multi-entity, church, and/or NFP environment (desirable).
- Strong proficiency with Xero, Google Sheets, and digital finance systems.
- Ability to work independently and manage competing priorities.
- Strong communication skills and relational confidence.
- High attention to detail and commitment to data accuracy.

6. Alignment with Coast Community

While this is not a pastoral or ministry role, the Finance Lead is expected to:

- Contribute positively to a team culture deeply grounded in Christian faith
- Approach work as part of their own discipleship journey
- Embody Coast Community's shared convictions and support our calling to Contend for the Renewal of the Central Coast
- Participate in team formation rhythms as appropriate

7. Personal Attributes

- Highly self-directed and reliable
- Curious, proactive, and solution-oriented
- Warm, professional communication
- Able to hold confidentiality and work with discretion
- Able to work well alone and within a diverse team of ministry practitioners
- Flexible during peak periods
- Committed to continuous learning and improvement
- Strong time management skills

Selection Criteria

Applicants must address the following:

Essential

1. Demonstrated experience in finance administration or bookkeeping across the full accounts cycle.
2. Experience processing payroll and maintaining employee records.
3. Strong proficiency with Xero & Excel/Google Sheets
4. Ability to work independently, manage time effectively, and meet routine deadlines.
5. Strong communication skills, including the ability to engage with diverse stakeholders.
6. Capacity to provide insightful financial reporting, analysis, and recommendations.
7. Commitment to working within a Christian organisational environment and contributing positively to its culture and mission.

Desirable

8. Experience with NFP compliance, BAS/IAS/FBT, and multi-entity structures.
9. Knowledge of Deputy, Google Workspace, and Tithe.ly.
10. Experience in and evidence of process improvement or systems development.

APPLICATIONS:

Applications are open and will be reviewed as they are received. Applicants are asked to submit a cover letter and resume to jeff@coastcommunity.church. For further information, please contact Jeff Nagle.