

Financial Services Accountant

Diocese of Broken Bay | Pennant Hills NSW

Full-time

The Diocese of Broken Bay is seeking a skilled and committed Financial Services Accountant to join our Financial Services Team. This is an excellent opportunity for an experienced accountant to apply their expertise in a purpose-driven, values-based organisation supporting the mission of the Catholic Church.

About the Role

Reporting to the Financial Services Senior Accountant, the Financial Services Accountant plays a key role in delivering high-quality accounting and payroll services across the Diocese. The role supports a diverse portfolio of diocesan funds and parishes and works closely with colleagues across Finance, Chancery, agencies, clergy, and external stakeholders.

This position offers exposure across payroll, management and financial accounting, compliance, budgeting, reporting, and audit support within a complex not-for-profit environment.

Key Responsibilities

The Financial Services Accountant will be responsible for, among other things:

- End-to-end monthly payroll processing for multiple entities, including reconciliations and statutory obligations
- Superannuation guarantee processing and payroll compliance, including PAYG and year-end reconciliations
- Preparation and review of payroll journals and responding to payroll-related queries
- Month-end processing and reporting for assigned funds, including cash, bank, general ledger and fixed asset reconciliations
- Assisting with management reports, Finance & Investment Committee reports, BAS and other statutory returns
- Supporting the preparation of annual financial statements and year-end accounts
- Assisting with annual budgeting and forecasting processes
- Preparing regulatory returns (including ACNC and ABS reporting) and liaising with auditors

- Supporting strong internal controls and compliance with diocesan policies and guidelines
- Providing timely, professional financial support to parishes and diocesan stakeholders
- Working collaboratively within the Financial Services Team and across the Diocese to support organisational outcomes

About You

You are a capable and detail-oriented accountant who thrives in a collaborative environment and is motivated by contributing to a broader mission.

You will ideally bring:

- Relevant tertiary qualifications in accounting or a related discipline (CPA or CA desirable)
- Experience in an accounting role within a medium to large organisation, professional services or not-for-profit environment
- Strong working knowledge of Australian Accounting Standards and not-for-profit compliance requirements
- Payroll processing experience and familiarity with superannuation and taxation obligations
- Advanced skills in MYOB and the Microsoft Office suite, particularly Excel
- Sound management accounting and reporting capability
- Strong organisational skills, with the ability to manage competing priorities and work with minimal supervision
- Well-developed interpersonal skills and the ability to build effective relationships across a broad range of stakeholders
- An understanding of, or willingness to work within, a Catholic faith-based environment
- Undertake a National Police History Check

Why Join Us?

- Meaningful work supporting the mission and ministries of the Diocese
- Free onsite parking
- Access to Employee Assistance Program (EAP) for you and your family

- Opportunities to contribute to the mission of the Church
- Competitive salary up to \$80,000 + super (based on experience)
- A friendly and supportive team committed to your success

How to Apply

If you're ready to take the next step in your finance career and want to work in a values-based organisation, we'd love to hear from you.

Please send your resume and a short cover letter outlining your interest in the role to **recruitment@bbcatholic.org.au**

Applications will be reviewed as they are received, and early submissions are encouraged.

Applications close: **Friday 6 February 2026**