



## POSITION DESCRIPTION

DRAFT

<b>POSITION TITLE:</b>	Accounts/Circulation Supervisor – The Catholic Leader
<b>POSITION NO:</b>	
<b>AGENCY:</b>	Resource Development Office
<b>LOCATION:</b>	Cathedral House, Level 2

<b>STATUS:</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual
<b>TENURE:</b>	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary / Fixed Term <input checked="" type="checkbox"/> Regular Hours – No of Hours/Week: 37.5 (Avg) with reasonable other hours <input type="checkbox"/> Varying Hours – No of Hours / Week:      (Est)
<b>COVERAGE:</b>	<input type="checkbox"/> Award - <input type="checkbox"/> Agreement - <input checked="" type="checkbox"/> Archdiocesan Salary Scale
<b>CLASSIFICATION:</b>	<b>B</b>
<b>PAY LEVEL:</b>	B <input type="checkbox"/> Vehicle: <input type="checkbox"/> Package / <input type="checkbox"/> Job Facility: <input type="checkbox"/> Garaging Purpose <input type="checkbox"/> Personal Use

<b>POSITION REPORTS TO:</b>	Position: Managing Editor Name of Incumbent:
<b>POSITIONS REPORTING TO THIS POSITION</b>	Nil

<b>WRITTEN BY:</b>	Position: Director HR ADS      Person: Diane Lally
<b>DATES:</b>	Date Written: May 2013      Due for Review: May 2018

**ORGANISATIONAL ENVIRONMENT / OPERATIONAL FRAMEWORK**

The importance of communication to spreading the Gospel of Jesus Christ is as central today as it was 2000 years ago. While the methods of communication in 2015 are more sophisticated, so is the competition for gaining traction with the hearts and minds of the community in a communication saturated, hyperactive environment.

The Catholic Leader newspaper, as part of The Resource Development Office within the Archdiocese of Brisbane, provides Archbishop Mark Coleridge with an effective channel for communicating key messages to the Archdiocese in a coherent and consistent communication approach, effectively utilising its resources to ensure its voice is heard.

The Catholic Leader newspaper is a weekly Catholic newspaper circulating within the Archdiocese, throughout Queensland and to other States of Australia. The Catholic Leader has a growing presence across numerous news platforms.

**MAIN PURPOSE / OBJECTIVE OF ROLE / PRIMARY OBJECTIVE**

The Accounts/Circulation Supervisor supports the Managing Editor and the General Manager, Communication to provide administrative and financial support to The Catholic Leader team. The Accounts/Circulation Supervisor's role is to deliver high quality administration that assists the overall financial management of the organisation.

**KEY ACCOUNTABILITIES / JOB ROLE / SPECIFIC DUTIES / TASKS / RESPONSIBILITIES**  
**"So that" – produce OUTPUTS / EXPECTATIONS**

<b>KRAS</b>	<b>Outputs / Expectations</b>
Provide administrative support to The Catholic Leader office including greeting visitors, handling incoming telephone calls, tracking emails and faxes	To deliver a consistent and standardised message, maximising the use of resources and communication collateral and eliminating duplication of effort
Co-ordination of The Catholic Leader finances Co-ordination of timely payment of accounts Timely entering of accounts/payments into Accounting System. Establish partnerships and relationships with Archbishop, Vicar General, internal stakeholders, peers, direct reports and others Maintain credit card reconciliations Raising and processing invoices and statements, fold and post Co-ordination distribution of weekly paper and	Meeting financial deadline expectations Monitoring strategies adopted Effective and efficient administration practices Efficient payment practices Evidence of maintenance of systems Effective and timely distribution of the paper and digital edition

<p>digital edition</p> <p>Preparing weekly postal order, processing labels and envelopes for distribution.</p> <p>Working closely with accountants</p> <p>Investigate and resolve customer and staff queries</p> <p>Communicate with customers and staff via phone, email, mail or personally</p> <p>OH&amp;S for self and others as per Archdiocesan Policies and Guidelines.</p> <p>Any other duties requested.</p>	<p>Ensure accuracy and integrity of accounting systems</p> <p>Evidence of good interpersonal and communications skills being adopted</p> <p>Ensuring the safety of all within the work environment.</p> <p>To support the team and ethos of the organisation.</p>
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<p><b>PERFORMANCE ASSESSMENT / INDICATORS / MEASURES / KPIs / PERFORMANCE STANDARDS</b></p> <p>Electronic and paper filing systems are well maintained.</p> <p>Executive team are satisfied with the level and quality of support provided</p> <p>Ensure accuracy and integrity of accounting/distribution systems.</p> <p>Ensure all reconciliations completed within specific timeframes.</p> <p>Actively manage a positive relationship with internal and external clients</p>
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<p><b>CUSTOMERS</b></p>	
<p><b>EXTERNAL</b></p> <p>Subscribers/Readers Advertisers General Public Catholics of the Archdiocese of Brisbane Non-Brisbane Queensland Bishops Media</p>	<p><b>INTERNAL</b></p> <p>General Manager, Communications The Catholic Leader Team Members Resource Development Office Archdiocesan leadership All employees</p>

<p><b>INCUMBENT REQUIREMENTS:</b></p> <p><b>Competencies:</b></p> <p>Excellent written and verbal communication Accounting and subscription software experience Computer literacy, experience in MS Word and Excel/ Social media channels, Adobe Suite Competent keyboard typing Excellent time management and delegation skills</p> <p><b>Knowledge / Qualifications:</b></p> <p>Knowledge of and commitment to Catholic Social Teachings Qualifications in Business, Commerce, Accounting or similar disciplines Sound appreciation of financial management issues</p>
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Media, IT and social media literacy  
Drivers Licence

**Work Experience:**

Proven experience in finance and administration

**Personal Qualifications / Attributes / Traits / Capabilities:**

Capacity to cope with change  
Ability to operate in a complex organisational environment  
Active participant in the church community and a lifestyle compatible with the values and teachings of the Church  
Emotional intelligence inclusive of "wisdom"

**CHALLENGES / PROBLEM SOLVING CHALLENGES OF ROLE**

Maintaining accounts and circulation databases  
Issues arising without any warning

**DECISION MAKING / AUTHORITY LEVEL**

(Authority to spend \$ / Freedom to Act without further Authority / Delegation Limits / Position Dimensions Required – Budget Size)

Act under direction of Managing Editor and General Manager, Communications

**VERIFICATION / AUTHORISATION**

**Approved by:**

\_\_\_\_\_  
(Vicar General) (Monsignor Peter Meneely)

\_\_\_\_\_  
(Signature)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
(Date)

**HUMAN RESOURCES VERIFICATION :**

**Approved by:**

\_\_\_\_\_  
(Position/ Title) (Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
(Date)

**(NB: A Director Position or Positions that report to Directors require approval from an Executive Director)**