



Finance Officer Volunteer at GRLC

Are you passionate about using your financial skills to support Kingdom work? GRLC is currently seeking a dedicated **Volunteer Finance Officer** to join our team and help steward the church's finances with integrity and care.

About the Role

As Finance Officer, you will play a key role in maintaining financial processes, supporting budgeting and reporting, and ensuring compliance with relevant standards. You'll work closely with the Operations & Finance Manager, church leadership, and the Finance Committee.

Key Responsibilities

- Maintain accurate financial records (using MYOB)
- Assist with monthly reconciliations and financial reporting
- Support budget tracking and analysis
- Help prepare reports for the Finance Committee and Elders
- Ensure compliance with NFP financial regulations

What We're Looking For

- Experience or training in finance, accounting, or bookkeeping
- Familiarity with MYOB or similar accounting software
- Familiarity with Microsoft software
- Attention to detail and high integrity
- A heart for serving the church and contributing to its mission

Time Commitment

Approx. 8-10 hours per week, with some flexibility in schedule with remote work.

Start Date

Ideally from mid- August 2025, with training and handover provided by our current Finance Officer.

Interested?

We'd love to hear from you! Please contact Gyan Kumar at gyan.kumar@grlc.org.au for more information or to express your interest.

Let's serve together to see lives transformed through Christ.