

Melton Christian College

Position Description: Accountant

Appointed by: Principal

Reports to: Business Manager and Principal

Date of this document: Dec 2021



Purpose of the Role: Under the direction of the Business Manager, the Accountant is responsible for the day to day accounting operations of the school. Strong personal, professional and ethical values and a commitment to the Christian faith, as articulated within the College ethos are inherent requirements.

Responsibilities include:

Financial:

- Coordinate the financial operation of the College, under the direction of the Business Manager
- Facilitate proper and timely financial and compliance processes including reporting obligations and submission of returns to various Government authorities, including timely and accurate preparation of Business Activity Statements, and Fringe Benefits Returns
- Undertake regular financial reporting as required by the Business Manager, including assisting with monthly reports to the Board and the Annual Financial Reports
- Provide the key liaison point with the College auditors
- Assist with the preparation of operational and capital budgets
- Develop and implement effective cash flow management processes
- In conjunction with the Business Manager provide program managers with necessary financial and management information to assist them to meet budgetary key performance indicators
- Ensure all month end procedures, including adjusting journals and general ledger reconciliations are undertaken accurately and on time
- Ensure the College's creditors are paid in a timely and efficient fashion
- Oversee debtors systems and debt management
- In conjunction with the Business Manager review and ensure the accuracy and operation of financial controls in respect of payroll, purchasing, general ledger, assets register, debtors and accounts payable
- Assist the Business Manager in the preparation of grant and funding financial returns and acquittals
- Carry out the payroll function and any associated HR duties

Office Records:

- Design filing systems and ensure these systems are up to date
- Design and implement procedures for maintaining records
- Maintain office budget and record expenses
- Ensure security and confidentiality of data
- Ensure personnel files are up to date and secure

Other Responsibilities:

- Handle customer complaints and inquiries
- Assist the Business Manager in ensuring all physical resources are maintained, serviced and utilized in accordance with College procedures
- Assist in determining salaries and working conditions of office employees
- Assist with organizing, orientation and training of new staff members
- Implement and facilitate the achievement of outcomes in accordance with Melton Christian

College's management practices including financial/human resource delegations and Occupational Safety and Health and Equal Opportunity

- Perform such other duties and activities as directed by the Business Manager.

Key Performance Indicators

- Advice and information given is accurate and timely
- Budget, Cash Flow and Receivables processes are managed in accurate and timely fashion
- Financial, human resource, Occupational Health and Safety and Equal Opportunity obligations under legislation and regulation are complied with
- Accounts payable, payroll and inventory processes are overseen in an accurate and timely manner
- Financial controls are in place and are adequate
- Document filing systems are well managed

Skills and Abilities Required

- Strong numeracy skills with a sound understanding of accrual accounting
- Proven experience in undertaking accounting functions within an organization
- Accounting or Senior Bookkeeping qualifications
- Knowledge of and ability to apply relevant legislation
- Strong analytical and problem solving skills
- Advanced computing skills, including Accounting system modules, email, internet and MS Office (particularly Excel)
- High level organizational skills and ability to balance multiple priorities and conflicting deadlines
- Demonstrated ability to operate as an effective team member
- Well developed communication, negotiation and interpersonal skills
- Strong personal, professional and ethical values and a commitment to the Christian faith as articulated within the College ethos

Occupational Health and Safety

The Accountant has delegated responsibility from the Principal (for their work station/office space, equipment and facilities associated with their role) to:

- Ensure that College Health and Safety Policy and procedures are deployed within the area of responsibility
- Ensure that safe operating procedures are developed and implemented which are appropriate for the hazards and risk profile of the activities of the class/classroom/workstation/office space
- Ensure that College safety systems are implemented and compliance is regularly audited and monitored (e.g. hazard reporting, hazardous materials storage and documentation, plant and equipment purchasing, audits etc.)
- Ensure that health and safety is a scheduled agenda item within any staff team meeting
- Ensure that all hazards which are observed, and any incidents which may occur to any person within his/her area of responsibility are reported, documented, investigated and corrective actions are implemented as identified for action
- Ensure that Health and Safety issues are identified, planned for and resources required to manage health and safety issues are included in budgets
- Support Management and Colleagues in performing their roles in relation to health and safety matters
- Ensure that regular workplace inspections and audits are carried out in accordance with College safety systems

Child Safe Culture

The Accountant has delegated responsibility from the Principal to:

- Work towards embedding an organisational culture of child safety, including effective leadership in and beyond their work station/office space
- Be familiar with and promote familiarity with the College child safe policy
- Be familiar with and promote familiarity with the additional points that establish the College's expectations for appropriate behaviour with children
- Take part in screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel or volunteers
- Be familiar with and promote familiarity with processes for responding to and reporting suspected child abuse
- Always work to identify and reduce or remove risks of child abuse
- Always work towards appropriate participation and empowerment of children