



MELTON CHRISTIAN COLLEGE

Accountant

ORGANISATIONAL PROFILE:

Melton Christian College is a leading P-12 school of over 900 students. We are highly regarded, specialising in nurture, excellence and Christ-centred schooling. We are committed to building a dedicated team of Christian educators and support staff, equipping them to invest in the lives of the students they serve. Our team are enthusiastic and positive who are committed to the mission, vision and values of the College.

POSITION PROFILE:

The College Accountant is primarily responsible for managing the General ledger to statutory accounts stage, accounts receivable and payable and payroll functions of College. The role of College Accountant is key to ensuring the smooth financial operation of the College and the effective administration of the financial accounts of the College.

The Accountant reports directly to Head of Finance

KEY RESPONSIBILITIES:

The key responsibilities of this role include, but are not limited to:

Financial (0.6)

- Coordinate the financial operation of the College, under the direction of the Team Leader of Finance
- 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 Team Leader of Finance, including assisting with monthly reports to the Board and the Annual Financial Reports
- Assist with the preparation of operational and capital budgets
- Develop and implement effective cash flow management processes
- In conjunction with the Team Leader of Finance provide program managers with necessary financial and management information to assist them to meet budgetary KPI's
- 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
- Undertake assessment and recommendation of fee concessions to eligible families
- In conjunction with the Team Leader of Finance review and ensure the accuracy and operation of financial controls
- Assist the Team Leader of Finance in the preparation of grant and funding financial returns and acquittals

- Manage fixed asset register and running depreciation during month end
- Co-ordinate with internal and external stakeholders during audits and actively engaging auditors

Payroll (0.2)

- Accurate and timely processing of the fortnightly pays in a team collaborative environment
- Administering and maintaining the payroll system
- Responding to pay queries, completing calculations and reports as requested
- Prepare and lodge EOFY reports for STP and Workcover
- Support HR Officer with changes to employment conditions, letters, and positional changes
- Ensure security and confidentiality of data

Other Responsibilities (0.2)

- Take role of liaison with National Australia Bank for all matters relating to day-to-day and online banking, remote linking and associated functions
- Handle complaints and inquiries from parent/carers
- Assist the Team Leader of Finance 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
- 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 Team Leader of Finance

KEY SELECTION CRITERIA

1. Alignment with the vision and purposes of the College.
2. Reliable, able to maintain confidentiality and with well-developed written and verbal communication skills.
3. Committed to Christian Education and enacting the core values of the College.
4. A team player with well-developed organisational, analytical and problem-solving skills
5. Leadership skills to coordinate and facilitate activities with colleagues
6. Ability to handle sensitive and confidential situations with diplomacy
7. Strong numeracy skills with a sound understanding of accrual accounting
8. Proven experience in undertaking accounting and functions and payroll within an organization
9. Degree in Business, Finance or Accounting with CPA or CA qualification or in-progress
10. Knowledge of and ability to apply relevant legislation including Australian Accounting Standards
11. Strong analytical and problem-solving skills
12. Advanced computing skills, including accounting system modules, email, Internet, and MS Office
13. High level organizational skills and ability to balance multiple priorities and conflicting deadlines
14. Current Working with Children's Check (or willingness to apply for one)
15. Current Police Check (or willingness to apply for one)

OCCUPATIONAL HEALTH AND SAFETY

The Accountant has delegated responsibility from the Principal (for their workstation/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 their 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 workstation/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

CONDITIONS

Related to the Educational Services (Schools) General Staff Award 2010 with a salary depending on the candidate's experience and training.