Position Description

Financial Accountant
POSITION DESCRIPTION

POSITION: Financial Accountant

ORGANISATIONAL UNIT: Administration

POSITION STATUS: Fixed Term Contract, FTE to be negotiated (0.6 – 1.0 FTE)

CLASSIFICATION: Salary negotiable

POSITION OVERVIEW:
This position is responsible for the complex general accounting and financial reporting functions and contributing to the efficient and effective financial management of the school.

OUR MISSION
Bacchus Marsh Grammar seeks to meet the desire of the community for an independent education that is comprehensive, challenging and enriching. The school aims to be a safe and caring environment which, through its programs, encourages students to be confident, self-aware, able to contribute to their personal growth and who are willing to be active and positive members of society. With our students, we wish to encourage a strong sense of service, which sees that a commitment to inclusion and a willingness to assist others is a vital component of developing a positive character and a strong society. The school seeks to develop a culture of achievement, which encourages staff and students to strive toward achieving their personal best. In short, we offer and “Education for Life”.

OUR VISION
To develop as a Co-educational, Ecumenical day school that provides a quality education for students in the Outer Western area of Melbourne, which has a strong emphasis on individual care, personal development and pastoral care. In particular, to be a school that:

- Knows the individual and is able to work with their particular strengths and weakness.
- Actively encourages students to be involved in a diverse range of curricular and co-curricular activities.
- Fosters a sense of openness, community responsibility and tolerance within students.
- Prepares students for the world after school through a conscious emphasis on “Education for Life”.
- Through its programs and teaching, supports and promotes, the principles and practice of Australian democracy, including a commitment to:
  - Elected Government
  - The role of law
  - Equal rights before the law
  - Freedom of religion
  - Freedom of speech and association
  - The values of openness and tolerance
KEY DUTIES & TASKS

1. Financial
   - Manage and prepare delegated financial accounting responsibilities, including annual audit processes, journal entries, and the integrity of the ledger.
   - Assist the Business Manager in the preparation of annual budgets, cash flow forecasts, under budgeted items and monitoring of performance.
   - Maintain and reconciliation reports for general ledger accounts, journals, cash banking, debtors and creditors.
   - Liaise regularly with the Business Manager and Principal on the current financial status of the school.
   - Prepare monthly financial reports for the Business Manager, including Profit and Loss, Balance Sheets and Cash Flow Reports, end of month journals.
   - Review and report on Actual to Budget results on a monthly basis.
   - Assist the Business Manager in the preparation of funding applications.
   - Preparation of financial information for the Annual Report and School Council (on a monthly basis).
   - Ensure the timely and accurate preparation of compliance and statutory returns for Australian and State Governments and statutory bodies for submission. This includes State bi-annual Census, Australian Tax Office BAS Returns, PAYG Reconciliation and Monthly Salary Packaging reports.
   - Ensure all financial records as required by the Business Manager and by the Statue are accurate and securely maintained.
   - Provide advice on queries for budget expenditure.
   - Manage the on-line banking systems.
   - Prepare all bank reconciliations.
   - Manage and maintain a current chart of accounts and fixed asset register.
   - Prepare and review audit journals and provide recommendations for continuous improvement.

2. Management of Finance Functions
   - Oversee the finance functions including:
     - Financial information systems
     - Payroll, superannuation and PAYG tax
     - Billing and accounts receivable
     - Accounts payable
     - Cash management
   - Provide support to finance functions and advice of financial operational matters.
   - Advise finance staff on GST, BAS and FBT issues.
   - Advise staff on correct account codes and correct method of financial entry.

3. Payroll
   - Check and authorise fortnightly payroll payments
   - Oversee and monitor payments of accounts and the Schools superannuation obligations
   - Ensure General Ledger entries for payroll transactions are properly costed and posted.
   - In collaboration with the Human Resources Manager conduct ad-hoc analytical audits and payroll reports.
   - Review and report monthly salary budgets vs actuals
   - Relieve payroll during leave of absence.

4. Billing and Collections
   - Ensure billing is accurately entered and distributed within applicable timeframes.
   - Ensure that families receive invoices within applicable timeframes.

5. Staff Supervision
   - Ensure financial and administrative functions are performed in an efficient and timely manner by managing workloads, monitoring and developing systems, determining priorities, developing and implementing policies and guidelines.
   - Identify training requirements for staff and organise appropriate training/professional development within budgetary constraints.
6. Managing Self & Professional Skills
   - Manage own behaviour in accordance with the Staff Code of Conduct
   - Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct
   - Adhere to & cooperate with all OHS policies & procedures and relevant legislation
   - Comply with legal, regulatory, ethical, environmental & social responsibilities and requirements
   - Manage own development and professional learning relative to this position

7. Working with People
   - Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation’s values.
   - Participate in meetings in an active & constructive manner.

8. Other duties
   - The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

ORGANISATIONAL RELATIONSHIPS
   - Reporting directly to: Business Manager
   - Direct reports to this position: n/a
   - Internal Relationships: All staff
   - External Relationships: Banks, financial institutions, government and statutory bodies.

WORK DIRECTION/ SUPERVISION
   - The incumbent will possess professional knowledge and skill to provide independent accounting advice.
   - Significant discretion and independent judgement are required with constraints set by the Business Manager and/ or Principal.

KEY SELECTION CRITERIA
Essential Criteria (competencies, qualifications, knowledge and experience)
   - Bachelor’s degree in Accounting/Finance
   - CPA/ CA qualified
   - Extensive experience in financial and management accountant roles with complex organisations.
   - Proven ability to undertake a range of complex tasks under limited guidance and ensure completion within strict timelines in an environment of limited resources and competing priorities.
   - Experience in financial reporting to both external and internal stakeholders and in month end processing to achieve timely outcomes.
   - High level computer skills across all computer systems and packages with advanced Excel skills and high level general ledger skills.
   - Highly analytical with exceptional attention to detail.
   - Well-developed communication, interpersonal, conceptual and analytical skills with a proven ability to negotiate, persuade and gain commitment at all levels in a complex organisational environment.

Desirable Criteria (competencies, qualifications, knowledge and experience)
   - Experience in financial and management accountant roles within an Education environment desirable.
I have read and agree to abide by the requirements of this position description.

Print Name: ______________________________________________________________

Signed: ___________________________ Date: ___________________________