# **Position Information Document**

# **Financial Accountant**



**Employment Status:** Permanent, full-time

Classification Level: As per CESA Enterprise Agreement 2020

Education Support Officer, Grade 4 Administration/Finance

**Normal hours of work:** 8.00am – 4.00pm, Monday – Friday

Stipulated number of ordinary hours: 37.5 hours per week, 48 weeks per week

## **Reporting Relationship**

Reporting directly to the Finance Manager for day-to-day activities and ultimately responsible to the Principal of the College (or delegate).

#### **Broad Purpose**

The Financial Accountant will actively support and contribute to the Catholic Identity and Salesian ethos, mission, and vision of Xavier College and will adhere to the guiding principles of the Living, Learning Leading Framework which outlines CESA key capabilities, skills, knowledge and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives.

RUAH is the Hebrew word for Breath of God – this will translate as Respect; Understanding: Affection and Humour. These are guiding principles that are intrinsic to our treatment of self and each other. They complement the Salesian Charter of:

- A Home that welcomes
- A Parish that evangelises
- A School that prepares for life
- A Playground where friends meet and enjoy themselves

Under moderate direction of the Finance Manager, the Financial Accountant is responsible for the day-to-day administration of the school's business and financial activities.

#### **Key Responsibilities**

- Prepare end of year financial statements (for approval by others) for audit, including preparation and
  posting of year end journals and preparation of notes to financial statements and assist with school audit
  matters.
- Support the Finance Manager to manage the annual budget process and prepare reports for College leadership and CEO Finance involving some complexity and informed by a thorough understanding of the school finances.
- With limited guidance prepare reports suitable to support key leaders with planning and strategic decision making.
- Oversee/check work of other Finance staff, as applicable, to ensure accuracy and timely completion of tasks, ensuring compliance of accounting legislation and standards, internal controls, and relevant policies, procedures and practices.
- Undertake processing activities related to Accounts Receivable, Accounts Payable, BAS and GST, as applicable.
- Under direction, perform payroll processing, including specialised salary and payroll calculations, as required.

- Manage salary packaging and fringe benefit tax requirements with advice from others, as required.
- Under direction, calculate specialised requirements such as eligible termination payments, superannuation trust deed requirements, redundancy and workers compensation matters (subject to approval).
- Administer the school's fee billing process (including collection and follow-up) and prepare end-of-month accounts to achieve required outcomes.
- Prepare non-standard and more complex financial reports for management as well as maintenance of the General Ledger involving regular updates and follow up of outstanding Creditors and Debtors, production and distribution of payments as per supplier terms, invoices and statements and handling enquiries relating to Creditors and Debtors (tuition fees and others).
- Apply inventory and purchasing control procedures to fulfil compliance requirements.
- Liaise with the Catholic Education Office regarding financial, funding, audits and policy issues, as applicable.
- Under direction, prepare grant applications and funding proposals and administer monies allocated for specific projects.
- Actively participate in school activities, events, required meetings and professional reviews.
- Undertake any other duties as required by the Principal (or delegate).

## **Person Specification**

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated comprehensive experience and full competence in general accounting practices and procedures including a sound knowledge and understanding of GST and accounting.
- Proficiency in the use of financial and payroll software systems.
- Ability to evaluate information and use forecasting for financial planning purposes.
- Excellent proficiency in using a computer, applicable programs and other ICT equipment, online reporting, computerised accounting and electronic banking and payroll systems with high accuracy and attention to detail. Familiarity using school systems is desirable.
- Able to work within clear stated objectives under moderate supervision, obtain guidance as required and
  effectively utilise a high degree of initiative, discretion and capacity to program work and achieve stated
  objectives.
- Excellent time management and organisational skills and ability to effectively prioritise tasks and meet timelines to deliver required outcomes.
- Ability to analyse, diagnose, design and implement solutions across a broad range of technical and operational functions specific to the role and be responsible for own work outcomes within broad parameters.
- Demonstrated ability to maintain appropriate confidentiality.
- Ability to effectively support other staff members during unexpected situations or emergencies and follow procedures required to assist in leading these situations.
- Commitment to continuous improvement and learning to remain current with area of specialty, undertake identified training in a timely way and positively participate in professional reviews.

#### Desirable

- Qualified Chartered Accountant (CA).
- Experience with QKR and CIVICA finance systems.
- Understanding of financial and taxation legislation relevant to business and payroll management.
- Knowledge of CESA finance and accounting processes.

#### Role Requirements

- A Diploma or equivalent in Accounting, Finance, Business or similar, and/or significant work experience in a comparable role. Experience working in a school setting is highly desirable.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.

- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA.
- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA.
- Current Responding to Risks of Harm, Abuse & Neglect Education and Care certificate.
- First Aid certificate (HLTAID012).
- Disability Standards for Education training.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
  - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
  - o Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
  - o Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.