

- 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 accrual 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.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - 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.