

Position title:	Junior College Accountant
Main purpose of the role:	The College Accountant is responsible for the day-to-day operations of the financial functions and will assist the Business Manager with the financial, resource and business management of the College in accordance with the College's Strategic Plan.
Responsible to:	The Business Manager
<p><u>Duties Include:</u></p> <ul style="list-style-type: none"> • Contribute to the preparation of weekly, and monthly reports to track financial performance • Assist with bank transactions. • Assist with monthly profit and loss reporting. • Standard end-of-month journals including accruals. • Monthly revenue, balance sheet, and bank reconciliations • Assist in preparing monthly financial reports for the financial committee meeting. • BAS, PAYG, levy, and other lodgements • Assist with statutory reporting and payroll processing. • Assist the Finance Team to ensure deadlines are met. • <i>Payroll:</i> Support the Payroll Officer in the administration of the payroll functions. • Have experience with the TASS system, particularly with the application of processing payroll each fortnight in consultation with the payroll officer. • Assist with all matters associated with maintaining accruals. • <i>Accounts Payable:</i> assist with activities of the Finance team, ensuring payments are made on time and reconciliation of supplier accounts, in consultation with the Procurement Officer. • <i>Accounts Receivable:</i> Support the accounts receivable officer with college tuition, hire of facilities, and to ensure the risk associated to bad debts is controlled to maximise cash flow. Work with the AR officer regarding communication with parents and caregivers to negotiate payment plans and concessions in line with college policies and procedures. • <i>Procurement Officer:</i> collaborate with the procurement officer to ensure items are being ordered and received within a timely fashion. <p><u>Asset Register:</u></p> <ul style="list-style-type: none"> • Maintain all aspects of the asset register. • Work collaboratively with key stakeholders to conduct stocktakes. • Work with Team leaders to develop and maintain effective internal control mechanisms to mitigate the risk of loss or damage of college assets. • Monitor and maintain the depreciation of assets. 	

Audit Requirements:

- Under the direction of the Business Manager, support and work collaboratively with the appointed Auditor during financial audits and accreditations.

Skills and Competencies:

- Well-developed IT skills and abilities.
- The ability to relate to and communicate effectively with people at all levels of the organisation as well as external organisations.
- Demonstrated ability to be self-managing to meet deadlines without close supervision.
- Tertiary level qualifications in Accounting, Finance, Business or Commerce, CPA qualified or working towards.
- Positive Paid Blue Card – Working with Children rights.

Statement of responsibility:

The work of the College Accountant will be consistent with the College's mission statement; CLEAR values; Code of Conduct for employees; and published policies, procedures and practices.

General Requirements and Responsibilities

All non-teaching staff at Parklands Christian College are required to:

- Demonstrate a commitment to spiritual and moral practices consistent with Biblical principles.
- Be in agreement with the Statement of Faith as stated in the Parklands Christian College Constitution.
- Support and implement the College Mission Statement, policies and procedures, core values and commitment to Workplace Health & Safety.
- Maintain confidentiality and professional responsibility.
- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Assist and relieve in other positions from time to time.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or delegate.
- Practice and demonstrate good grooming and presentation as per the College Staff Dress Policy.

Scope of the position:**Christlikeness (Mission/Ethos)**

A member of the Finance Team at Parklands Christian College has a personal relationship with Christ that forms the basis by which they serve, understanding of and commit to supporting and enhancing the mission and ethos of Christian Education within the school by:

- Actively supporting and enhancing the faith life and values of the school.
- Establishing positive relationships with team members and colleagues.
- Enhance College culture
- Implement reflective practices for improvement

Learning (Professional Learning)

A Member of the Finance Team at Parklands Christian College is a lifelong learner and commits to maintaining professional knowledge and skills and participating in the school renewal processes by:

- Evaluating processes and procedures and participating in professional development.
- Maintaining and demonstrating knowledge of relevant accounting and administrative standards, practices and skills
- Maintaining a high level of accuracy and timeliness relevant to their role & areas of expertise including child protection and policy application.

Regularly engaging in collaborative processes through which they share knowledge with colleagues.

Excellence (Professional Practice)

A Member of the Finance Team at Parklands Christian College demonstrates effective practical and professional skills which supports the development and maintenance of administrative and accounting procedures:

- Explain, interpret and promote our **College CLEAR Values**, and embedding these in systems and practices that ensure their longevity and relevance
- Contributing to a nurturing environment which is person-centred, supportive, cooperative and aligned with relevant staff & wellbeing policies, documents and practices.
- Proactively and collaboratively engaging in professional renewal practices to enhance administrative outcomes and improve the College's effective ability to care.
- Working collaboratively with the Finance Team and other staff members in contributing to the professional life and improvement of the school.

Attitude (Professional Responsibilities)

A Member of the Finance Team at Parklands Christian College demonstrates a proactive approach to protecting and enhancing culture that produces confidence and reflects Christ-like attitudes and actions by:

- Communicating and demonstrating effectively the "way we do things" at Parklands
- Communicating effectively "how we want to be and act like Christ" (Christlikeness) at Parklands
- Actively promote a Christian Worldview

Respect (Professional Engagement)

A Member of the Finance Team at Parklands Christian College respects, fosters and develops appropriate professional relationships with staff, parents, carers and the wider school community by:

- Valuing and supporting the distinctive role of parents and carers as partners in the learning and teaching process.
- Encouraging and supporting the involvement of the school and students in the life of the church.
- Engaging the wider community, where appropriate, in student care & wellbeing programs.
- Supporting, as appropriate, the involvement of the school in special events and celebrations.

Professional Responsibilities - Annual Checklist

The annual checklist below is a list of professional responsibilities for every Team Member. This list is not exhaustive, and should prove useful as a guide for professional practice, and for reflection.

- **Reflective Practices for Improvement**

- Regular check-ins with Team leader
- Professional Conversations
- Half Yearly Conversations
- Annual Self Review

Professional Development

- 10 hours of CPD
- Staff Meetings
- Master Classes (optional)

- **Special Events & Community**

- Fete (optional)
- Carols (optional)
- Awards Evenings (optional)
- Devotions
- Other