



POSITION DESCRIPTION and WORK PROFILE

Accountant

ROLE

As part of the Finance Team, this is a key position that contributes to the efficient and effective financial management of the College. This role calls for a person with experience in financial management, accounting, school fee accounts, and office and administrative services. The ability to organise and prioritise activities effectively, and to work autonomously or as part of a team to meet deadlines, are essential attributes for the position. Excellent interpersonal and communication skills along with a customer service focus are required when interacting with staff, parents and clients.

MANDATORY REQUIREMENT

Tertiary Business Degree with an Accounting major or equivalent qualifications which may be deemed acceptable by the Headmaster.

Applicants should possess or be eligible to possess a current 'Working with Children' Blue Card from the Department of Justice and Attorney General.

SELECTION CRITERIA

Selection of the successful candidate will be based upon responses to the following selection criteria and information provided in the key duties statement.

Applicants should provide evidence of the following:

- SC 1:** Demonstrated competency for **leadership** through the provision of assistance to all accounting and reception staff in relation to their daily duties.
- SC 2:** Ability to work as part of a team to achieve excellent **outcomes** in the areas of financial management, accounting and office and administrative services.
- SC 3:** Demonstrated competency in effective and efficient **management** of resources to achieve agreed financial goals.
- SC 4:** Demonstrated competency in establishing and developing effective and productive interpersonal **relationships**.
- SC 5:** An understanding of and commitment to the aims, objectives and **ethos** of Ormiston College.

REPORTING RELATIONSHIPS

The occupant of the Accountant's position reports to the Business Manager and the Headmaster.

KEY DUTIES

The duties of the Accountant include but are not limited to:

Financial Management:

- Maintain appropriate accounting systems and procedures for the College.
- Ensure that all financial records as required by the Business Manager and by the Statute are accurate and securely maintained.
- Report regularly to the Business Manager on the current financial status of the College, in particular operating, capital and cash flow reports against budget.
- Produce the College's financial returns and statements for the College authorities, State and Commonwealth governments and other statutory authorities.
- Be fully responsible for the College's financial Audit.
- Be responsible for the development of the budget for the College and related entities.
- Work with staff on the preparation of annual operating budgets.
- Administer actual performance against budget throughout the year to enable departmental and faculty heads to stay within budget.
- Assist in preparation of applications for recurrent grants.
- Prepare annual surveys, including the financial questionnaire and the Somerset Education Survey.
- Supervise preparation of school fee accounts.
- Prepare monthly BAS for Ormiston College and Ormiston College Foundation Child Care Pty Ltd.
- Implementation of internal control procedures for all tasks.
- Data input direct deposits on the TASS system for the College and related entities.
- Approve monthly bank reconciliations for the College and related entities.
- Monthly, or as required, reconciliation of general ledger accounts and statements. Ensure that the general ledger is balanced.
- Raise and process journals as required.
- Amend or set up new charts of accounts for general ledger.
- Operate Electronic Funds Transfer systems.
- Manage and approve bank transfers and payments as required.
- Camps/Trips/Special Events - set up accounts; prepare budgets; go through procedures with appropriate staff; ensure collection of monies; organise cash advances, details and receipts, together with the completion of appropriate forms.
- Assist in preparation of annual tax return for OC Foundation Child Care Pty Ltd.

Human Resources

- Provide assistance to all accounting staff in relation to their daily duties.
- Liaison with staff on all payroll matters.
- Advise staff on Fringe Benefits Tax issues and prepare the annual FBT return.
- Prepare and submit WorkCover returns.
- Prepare and submit payroll tax return for OC Foundation Child Care Pty Ltd.
- Administer salary packaging for staff.
- Check, review and approve fortnightly payrolls for all entities as prepared by external provider.
- Prepare monthly payment of superannuation.
- Calculate termination pay, Long Service Leave and maternity leave calculations and liaise with staff as necessary.
- Be aware of the different awards and keep abreast with Work Cover and other regulations.

Property Management and Capital Funding

- Assist in the preparation of BGA applications for Capital Grants.
- Supervise, establish and maintain appropriate Asset Register.
- Prepare monthly capital expenditure report.
- Monitor the purchasing of approved capital items required by the College.

Office and Administrative Services

- General knowledge of compliance with other legislative and common law obligations, relevant to a school (education grants, industrial relations, copyright, records retention and privacy).
- Regular meetings with all other finance and administrative staff.
- Assist the Business Manager and/or the Headmaster or his delegate as requested.
- Attend ASBA business meetings on a regular basis.
- Develop and promote the ethos of the College as set out in the College's Strategic Plan.
- Assist with other administrative tasks as requested.

Additional Requirements

All employees of Ormiston College are required to:

- As a representative of the College, actively contribute to the general philosophy and spirit reflected in the Ormiston College policies, procedures and guidelines.
- Maintain a degree of flexibility in working hours from time to time as required for the position
- Accept 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 Headmaster or their representative.

APPLICATION PROCESS

Applications should address each of the Selection Criteria, provide their current CV and the name and contact details of two professional referees.

Applications should be emailed to: humanresources@ormistoncollege.com.au

The position title should be included in the Subject Line of the email.

The successful candidate will be chosen through a process of interview of shortlisted applicants.

ADDITIONAL INFORMATION

This is a permanent, full time position and date of commencement will be negotiated with the successful applicant. A competitive salary will be offered in line with qualifications and experience, the total package including superannuation will be in the vicinity of \$100,000 per annum.

Other conditions of employment, including entitlements, are as per the Ormiston College Enterprise Agreement, a copy of which will be available on request should your application progress to interview.

Applications for this position close at **3pm on Monday, 10 May 2021**.