



LOCATION

43 Port Davis Road,
Locked Bag 2, Port Pirie
South Australia 5540

CONTACT

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Title of Position: Accountant

Position Summary

Team Group:	Administration	Reporting to:	Principal
Staffing Group:	Administration	Classification Level:	Level 7.1

Position Details

Type of Appointment:

Employee Category: Ongoing

Agreement Type: Permanent

Time Classification: Full Time

Award: Educational Services (Schools) General Staff Award 2020

Classification and Level: 7.1

Base Full-Time Equivalent Salary Range (as at 01/07/2024): \$88,131.00

Ordinary Working Hours

Weeks per year: 48

Number of hours worked per week: 38 hours

Purpose of the Role

The Accountant will be responsible for providing financial information to the Principal and Board.

The Accountant will also be responsible for ensuring that a range of accounting processes are completed in a timely manner and in accordance with College procedures and governance requirements.

Key Responsibilities

Financial & Treasury Management

Provide accurate and timely financial information for decision making by:

- Preparing the College annual budget and five-year financial plan using the College template.
- Contributing to the planning and development of capital expenditure programs with the Operations Manager and Principal.
- Planning and monitoring cash flow requirements and the placement of investments for the College and the College Foundation. Manage the issuing of corporate credit cards to staff and liaise with the bank in relation to changes to signatories. Any new borrowings are to be negotiated in conjunction with the Principal.
- Providing reports to the Operations Manager and Principal on financial and operating impacts, including interpretations and recommendations, in a timely and regular fashion.
- Provide regular reports to budget holders on expenditure against budget for their budget areas.

Governance & Compliance

Ensure that the College is meeting its Governance and legal obligations by:

- Preparing and lodging the College's BAS statement and FBT returns. Lodging the Franking Credits claim for the Foundation at the ATO.
- Liaising with the College auditor, preparing the financial statements of the College and College Foundation for audit. Also preparing acquittal statements for the auditor.
- Ensuring that all surveys, returns, etc., are completed in a timely and accurate manner and lodged on time. This includes but is not limited to student attendance, Census, ABS, Somerset Benchmarking
- Completing the annual Return to Work reconciliation.
- Managing information on the ACNC website and lodging the College's annual ACNC return.

Financial processes

Ensure that the financial processes are undertaken in an accurate and timely manner:

- Maintain records of staff in the College's payroll system. Staffing information is to be provided by the Principal's EA. Process a fortnightly payroll for all staff using Xero and remit superannuation payments.
- Ensure that all tuition and other fees are charged to families in a timely manner and families are advised of the electronic platform to set up payment plans. In conjunction with the Family Liaison officer ensure that all families that are in arrears are followed up.
- Oversee the College's online purchase order system and assist users in the effective use of this system.
- Process payments to creditors and suppliers using Xero.
- Undertake bank reconciliation of multiple accounts in Xero.
- Maintain the Chart of Accounts in Xero.
- Maintain the asset register in Xero and process depreciation.
- Ensure that any changes recommended by the Foundation's financial advisor to the Foundation's investments are recorded in the financial system.

Committee Responsibilities

The Accountant is to

- Prepare agenda and financial reports for the College Finance Committee
- Prepare agendas and reports for the College Foundation

Person Specifications

Personal Attributes

The Accountant will demonstrate the following:

- A minimum three years of accounting experience
- Personal commitment to Christian faith and active involvement in a church
- In their interactions with students, parents, other staff, contractors and visitors, be sensitive to the needs and circumstances of others, showing grace and forgiveness, and always being prepared to speak or act as an example of a follower of Christ
- Strong organisational skills, initiative and attention to detail
- Possessing effective communication and conflict resolution skills
- The ability to problem-solve, use initiative and deliver high quality results

Qualifications

Essential Criteria

- Completed tertiary qualifications in Accounting
- Working with Children Check (current and assessed as 'Not Prohibited')
- Protective Practices Training
- RRHAN-EC – Mandatory Notification
- First Aid: Provide First Aid in an Education & Care Setting and CPR, Asthma & Anaphylaxis

Desirable Criteria

- Member CPA Australia