



St Ursula's College
TOOWOOMBA

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CRICOS No: 03033M

ABN: 27 122 661 858

ROLE DESCRIPTION

Position Title: College Accountant

Reports To	<p>The College Accountant reports to the Business Manager.</p> <p>The College Accountant works collaboratively with Finance Officers (Payroll, Accounts Receivable, Accounts Payable) to achieve desired outcomes and key objectives. This is a key position that liaises and communicates with all levels of staff including Middle and Senior Leadership positions.</p>
Employment Status	<p>Permanent, Full Time (38 hours/week) position subject to a six (6) month probationary period.</p> <p>Please note, the nature of the position may require availability outside of 'normal' school hours, including nights, weekends and during holiday periods.</p>
Tenure	<p>Permanent position subject to a six (6) month probationary period</p>
Classification & Remuneration	<p>The successful applicant's classification under the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019-2023 (Enterprise Agreement)</i> will be a Level 6 or 7 School Officer. Classification to be confirmed upon appointment having regard to qualifications and experience of the successful applicant.</p>
Role Description	<p>This Role Description is current as at April 2021 and will be reviewed annually. The College reserves the right to alter this Role Description at any time.</p>

College Culture Statement

St. Ursula's College, Toowoomba, a Catholic educational and residential community in the Ursuline Tradition, is dedicated to the education and care of young women.

We strive to create learning opportunities that will encourage students to take responsibility for their own thinking and learning, so that they may become more resourceful and empathetic young women who seek:

- the development of a personal faith and spirituality;
- participation and leadership in all facets of today's and tomorrow's world.

The challenge for all is to model relationships within and beyond our community based on:

- mutual respect;
- tolerance and acceptance;
- care for the individual and the environment;
- interdependence and collaboration;
- service

so that our students, growing in wisdom, justice and integrity will contribute responsibly to their own transformation and that of society.



Position Purpose

The College Accountant is responsible for the day to day operations of the Finance Department and will assist the Business Manager with the financial, resource and business management of the College in accordance with the College policies, legislative requirements and within budgetary constraints to support the College's Strategic Plan.

Key Accountabilities & Responsibilities

The key accountabilities and responsibilities of the College Accountant include, but are not limited to:

1. Strategy

- Assist in the development and regular review of goals and objectives for the financial management and business administration of the College that is consistent with and supportive of the current Strategic Plan endorsed by the Board.
- Assist in the development and review of financial management policies and procedures.

2. Financial Reporting and Management

Reporting:

- Preparation of Board and Finance Committee monthly management reports including Profit and Loss, Balance Sheet and Cash Flows for review by Business Manager. This will include associated work papers, journals and reconciliations.
- Monitor and analyse regular financial management information to ensure that associated information systems are maintained and that regular reports are accurate and available to the Business Manager.
- Be actively involved in the analysis of monthly financial reports for all College entities.
- Preparation of ad hoc management reports as requested by the Principal and Business Manager.
- Maintain the College general ledger to ensure accuracy and timeliness of financial information

Budgeting:

- Assist the Business Manager and Principal with the ongoing development and implementation of budget systems and controls, including 5-10 Year Budget and analysis of budget performance with personnel including Leadership Team and Faculty Heads.

Day to day assistance with the accounting function:

- *Payroll:*
Oversee the activities of the Finance Officer (Payroll) in the administration of the payroll functions in the application of agreed employment terms and conditions. Provide assistance where required.

Ensure management of Single Touch Payroll.

Assist with all matters associated with maintaining leave including accruals.



- **Accounts Payable:**
Manage the activities of the Finance Officer (Accounts Payable), ensuring timely payment and reconciliation of supplier accounts and petty cash funds.
- **Accounts Receivable :**
Supervise the raising of College tuition, boarding and third party accounts and control collections in a manner designed to reduce the risk exposure of the College to bad debts and to maximise cash flow. This may include direct contact with parents and caregivers and negotiations within the College's debt management guidelines for payment plans and bursaries and concessions.

Cash Management:

- Under the direction of the Business Manager, develop and implement effective cash management budgeting techniques including investment and borrowing opportunity assessments in order to maximise the College's financial resources.

Management of the College Asset Register:

- Maintain accounting and physical movements within the asset register
- Conduct periodic stock takes of College assets
- Develop/review an effective system of internal control to prevent the loss of College assets
- Report on depreciation for relevant accounting periods
- Maintenance of the Insurance schedule

Audit:

- Under the direction of the Business Manager, provide assistance to the College's appointed Auditor during the financial audit.
- Develop an internal audit program for the College that is preventative in nature and provide quarterly reports to the Business Manager.

3. Statutory Compliance

- Preparation of monthly business activity statements (BAS).
- Preparation of Fringe Benefits Tax Returns, and liaison with external accountant for lodgement.
- Assist with State and Commonwealth Returns including completion of the Financial Questionnaire and provision of information for Census reporting.
- Ensure compliance with accounting standards.

4. Team Support

With utilisation of a collaborative approach, assist the Finance Team to ensure high productivity, accuracy, collegiality and success, including:



- Assist with the workload of the Finance Team to ensure monthly objectives and deadlines (internal and statutory) are met. Analysis of needs and recommendation of appropriate training and development for Finance staff;
- Maintaining currency of knowledge and application of all relevant industrial legislation, Enterprise Bargaining Agreements.
- Assist the Business Manager with preparation of employment letters for staff.
- Working in partnership with the Business Manager on a variety of tasks and in a range of contexts as required by the demands of the position.

5. Environment

- Ensuring that the Finance Office is characterised by an atmosphere of welcome, warmth and hospitality for all individuals.
- Ensuring at all times a focus on prompt, professional and friendly service.
- Promoting the College positively on all occasions.

6. General

All employees of St Ursula's College, Toowoomba are required to:

- Demonstrate support for the College's philosophy, policies and procedures, core values and commitment to the Ursuline and Catholic ethos.
- 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 as directed by the Business Manager or Principal.
- Deputise for the Business Manager as and when required by the Principal.

7. Skills / Competencies

- The ability to analyse and report on complex financial data.
- Well-developed skills and abilities in information technology.
- The ability to relate to, and communicate effectively with people at all levels.
- Proven experience in leading a team.
- Strong client focus.
- Demonstrated proactive approach to problem solving with the workforce and to be continually seeking to improve operational outcomes.
- High level of organisational and time management skills.
- Ability to maintain a high level of confidentiality.
- Demonstrated ability to be self-managing to meet deadlines without close supervision.



- CPA / CA qualification.

8. Work Health & Safety

All team members have an obligation to comply with the College's workplace health and safety policies, procedures and instructions and not place at risk the health and safety of any person at the workplace.

9. Equal Opportunity

All team members are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace.

10. Staff Development

All team members are required to participate in staff training and development activities to assist in the achievement of individual/work objectives.

See Next Page for Selection Criteria and Application Checklist.



SELECTION CRITERIA

Essential Criteria:

- Minimum qualification: Relevant tertiary qualifications (including Certified Public Accountant) and relevant experience in a similar role in medium size organisation.
- Well-developed interpersonal written and verbal communication skills with a strong focus on customer service.
- Experience with analysis and reporting including the ability to prepare financial reports and analysis.
- High level of organisational and time management skills.
- Well-developed computer skills in the area of computerised accounting systems, spread sheets and other associated computer software.
- Commitment to continuous improvement strategies.
- Professional, courteous and pleasant demeanour.

Preferred Criteria:

- Knowledge of the education sector.

Professional Memberships:

- CPA or CA.

CHECKLIST FOR APPLICATION

1. Cover letter addressed to Mrs Appleby, College Principal, addressing the Selection Criteria. This should be no more than 2 (two) A4 pages in length.
2. Curriculum Vitae no more than 4 (four) A4 pages in length – **pdf please.**
3. Copies of all relevant qualifications and certifications.
4. Referees – three professional referees are required. One must be an immediate superior or Principal/Business Manager. *(NB: Please advise if you have not yet informed your referees)*
5. Applications should be submitted electronically to the College Principal - hr@st-ursula.qld.edu.au. Please mark the subject as “Application – College Accountant”
6. Applications to be submitted **as soon as possible** (no later than **5pm Friday 30 April 2021**)
7. Interviews will be held at the College or via Zoom as required.
8. For more information regarding the position please email Miss Brontë Shaddock, Human Resources Coordinator at humanresources@st-ursula.qld.edu.au.