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<b>Position Title:</b>	<b>Group Accountant</b>
<b>Dated:</b>	<b>May 2024</b>
<b>Reports To:</b>	<b>Finance Manager and Director of Finance</b>
<b>Prepared by:</b>	<b>Director of People and Culture</b>

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## Position Purpose

As member of the College's Finance team the primary function of this position is to perform accounting requirements as deemed appropriate by the Finance Manager and Director of Finance, and to support Accounts Receivable, Accounts Payable and Payroll.

The role requires efficient and professional manner and the ability to liaise with other College staff. As part of the Finance Team, other duties include dealing with parent and student enquiries as they arise and liaising with educators and general staff members to collate and analyse financial information.

## Position Status

The position is a permanent full-time position, 5 days per week, 8.30am to 5.00pm, which includes a one-hour lunch break, although there may be times where the position requires attendance outside of these hours. It attracts four weeks' annual leave and College deemed shut down days, usually five per year.

## Working Relationships

The position will be working closely with the other staff in the Finance Team, educators, external creditors and government departments. The Finance Office operates in a collegiate manner. As a member of a small team, flexibility, empathy for your co-workers, students and parents is of paramount importance.

## Specific Qualifications and Skills for the role

- Accounting degree, CA or CPA qualified or currently studying towards CA or CPA
- Advanced MS Office including both Excel and Word
- Experience with Synergetic, OneStop, Trybooking valued but not essential
- Payroll experience, particularly Micropay valued but not essential

## Duties and Essential Job Functions

### Financial Accounting:

- Monthly management reporting in line with departmental reporting guidelines for St Leonard's College, St Leonard's College Foundation, St Leonard's College Building Fund, St Leonard's College Scholarship Fund and The Amiel Society.
- Income and expense review and analysis

- Monthly general ledger balance sheet reconciliations and daily bank reconciliations
- Assist credit card holders with account allocations and processing
- Posting monthly journals
- Fixed asset subsidiary ledger maintenance and reconciliations
- BAS and FBT preparation
- CSEF and Sporting Schools lodgements
- Year-end audit and Annual Financial Statements preparation

### **Management Accounting**

- Coordinate the annual budget process, with oversight from the Director of Finance
- Assist with providing financial education to budget holders to support sound fiscal management
- Assist with the preparation of monthly Board and Committee reporting packs

### **Banking**

- Banking duties including data entry of daily banking
- Liaison with bank to resolve any transactional issues e.g. bank statement or credit card transactions, organising cash advances and purchasing cards for staff
- Processing daily EFTPOS remittances
- Delivery of cash or cheques to bank

### **Administration**

- Support to Accounts Receivable, Accounts Payable and Payroll staff as and when required
- Events administration including liaising with event organisers, creating event in Onestop / Trybooking, managing enquiries, refunds and receipts. Liaising with providers to identify and resolve issues
- Prepare and maintain finance procedural manuals in consultation with finance team members
- Assist the Finance Manager with regulatory reporting, including Department of Education questionnaires, Census, Student Attendance and Financial Questionnaire.
- Assist with the supplier engagement process
- Assist with insurance claims and annual insurance tender process
- Assist with Victorian Registration and Qualifications Authority (VRQA) process
- Australian Charities and Not-for-profits Commission (ACNC) reporting
- Assist with ad-hoc accounting projects
- Provision of relief for Payroll staff

### **Other Skills and Attributes**

- Initiative and confidence to make contributions/suggestions.
- Critical thinking when problem solving.
- Time management - able to work to deadlines, work autonomously and direct others when necessary.
- Ability to work under pressure and handle conflicting priorities.
- Overall good interpersonal skills when working in a team environment.

## Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

## Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

St Leonard's College is committed to the safety and wellbeing of our students.

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience, and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation, and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation, and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation, and empowerment of children with a disability

- Provide an environment that is supportive of all children's emotional and physical safety

### **General Responsibilities**

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2023*, and any subsequent Agreement.

- The College:
  - is an equal opportunity employer
  - complies with the requirements of the Privacy Act
  - has a strong commitment to Health, Safety and Wellbeing
  - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
  - Communication – effective, helpful and positive
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College: trust, respect, and support
  - Accountability – we do our work with honesty, integrity, and enthusiasm
  - Performance – we perform to the best of our ability
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable, and efficient.