



Position Title:	Management Accountant
Dated:	November 2022
Reports To:	Finance Manager
Prepared by:	Head of Human Resources

Position Purpose

Analyse financial information and assist with preparation of management accounting reports to help manage assets, liabilities, profit and loss, or other financial activities within the organisation.

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 to support the Financial Compliance Accountant, 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 general parent, student and staff 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 four 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.

Qualifications and Skills

The Management Accountant is required to work in close liaison with all members of the Finance team and to possess:

- Accounting degree, CA or CPA qualified or currently studying towards CPA would be an advantage.
- Advanced MS Office including both Excel and Word.
- Experience with Synergetic, OneStop, Trybooking valued but not essential

Duties and Essential Job Functions

Management Accounting:

- Accurate and timely reports and financial interpretation provided to the Finance Manager
- Monthly management reporting in line with departmental reporting guidelines
- Co-ordinate the Annual budget process, with oversight from the Finance Manager
- Assist with providing financial education to budget holders to support sound fiscal management

- Income and Expense review, analysis, remedial action as necessary
- Prepare monthly Board and Committee Reporting Packs
- Co-ordinate the supplier engagement process

Banking

- Banking duties including data entry of daily banking
- Liaison with bank to resolve any transactional issues eg 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

- Provision of relief for Billing and Accounts Receivable Staff.
- 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 Team procedural manual in consultation with Finance team members.

Duties and Supporting Functions

Financial Management:

- Assist with general ledger balance sheet account reconciliations
- Bank reconciliations
- Postings of monthly journals
- Monthly processing of fixed asset registers
- Fixed Asset Register reconciliation
- Asset and subsidiary ledger review and maintenance
- Assist with year-end audit and other on-going financial projects.
- Assist with Annual accounts/reporting
- Assist credit card holders with account allocations and processing

Administration

- Assisting with regulatory reporting, including Department of Education questionnaires census and Student Attendance, Financial Questionnaire.
- Assist with FBT & BAS submissions
- Provision of relief for Payroll Staff.

Other Skills and Attributes

- Discretion and confidentiality are essential attributes to this position.
- Initiative and confidence to make contributions/suggestions.
- Highly effective verbal and communication skills, using tact and diplomacy.
- Critical thinking when problem solving.
- Time management skills - able to work to deadlines and capable of directing others when necessary.
- Ability to work under pressure and handle conflicting priorities.
- Overall good interpersonal skills when working in a team environment.
- Integrity
- Ability to work autonomously

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 2020*, and any subsequent Agreement.

It is a condition of employment that all employees are compliant with COVID-19 Mandatory Vaccination (Specified Facilities) Directions and any subsequent vaccination directions.

- 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.