



Faith Lutheran College, Redlands

Faith in Christ ... prepared for life.

Mission Statement

Faith Lutheran College is committed to providing quality learning opportunities while nurturing the development of all students in a Christ-centred community.

Person and Role Description – Accountant

PERSON DESCRIPTION

- Be a practicing Christian who fully supports the mission and aims of Faith Lutheran College, Redlands. Preference may be given to active Lutherans who meet the person description.
- Cultivates creditability and honesty.
- Possess experience and expertise in the areas of financial management and control.
- Be a person of highly developed organisational skills, able to work to deadlines.
- Be a team player with excellent interpersonal and management skills who relates well to staff, students and parents.
- Have a sound working knowledge of administration or business computer software systems, ideally being familiar with school administration software systems and in particular, previous and proven favourable experience with TASS will be highly regarded.
- Be competent in using computer programs including Microsoft Word, Access, Excel, Publisher, Outlook and Power Point in regard to school communication, management and record keeping.
- Ideally possess some accounting qualifications.
- Demonstrates a high level of confidentiality and discretion.
- Displays enthusiasm and initiative - has a high achievement drive and acts in a self-directed way.
- Exercises ownership and a high concern for the quality of their own work, reflected in a high attention to accuracy and detail.
- Possesses a sense of urgency.
- Operates effectively in a team environment; establishes a rapport and builds strong relationships.
- Shows a strong community and service ethic and commitment to deliver exceptional service.
- Is flexible and has an ability to adapt and operate effectively in a demanding and changing business environment.
- Experience working in schools, ideally in the Lutheran or private school sector, or a similar enterprise or education organisation and possess an appreciation and understanding of their ethos and operation, will be highly regarded.
- Be the holder of a current positive 'Paid' Suitability Card for Child Related Employment issued by Blue Card Services.

ROLE DESCRIPTION

The Business Manager is responsible for the Macro level financial and administrative functions of the College as well as the day-to-day management and good order of the property, whereas the Accountant is responsible by delegation from the Business Manager for the Micro financial and administrative functions of the College and the day-to-day management and good order of the property.

The Accountant is responsible to the Business Manager for operational administration and financial matters, including assisting in drafting annual College budget, timely monthly and annual financial statements, fees collection, rebates and payment of accounts and fringe benefits to appropriate stakeholders.

The Accountant's role is to support and complement the Business Manager in his/her responsibility for overall financial and administrative functions of the College. As such, this job description should be read in conjunction with the job description for the Business Manager.

ETHOS

It is expected that the incumbent will conduct their work in an atmosphere of Christian service in support of the Ethos of Lutheran Schools and will regularly attend College activities which reinforce this support.

SPECIFIC AREAS OF RESPONSIBILITY**Accounting Control**

This involves:

1. Ensuring that there is proper accounting and control over all income received (fees, Government Grants, etc) and expenditure (salaries, operating costs, asset purchases etc.) for College and all associated entities – Foundation (including College Shop, Canteens, School House and rental facilities); OSHC, and P&FA.
 2. Inherent in (1) above is ensuring strong systems of internal control and segregation of duties where practicable.
- 3. Specific functions include:**
- 3.1. Maintenance of an effective and controlled ordering system.
 - 3.2. Maintenance of a system to ensure goods received are matched against orders and that variations to orders are reconciled.
 - 3.3. Payment of all creditor accounts on a timely basis taking advantage of discounts where possible.
 - 3.4. Regular reporting to stakeholders of all expenditure by reference to budgets.
 - 3.5. Payroll and personnel activities such as:
 - 3.5.1. Fortnightly payment of all salaries;
 - 3.5.2. Payment of PAYG tax deductions as required by legislation;
 - 3.5.3. Monthly payment of all payroll deductions including superannuation etc;
 - 3.5.4. Payment of fringe benefit tax where applicable;
 - 3.5.5. Payment of monthly salary continuance insurance premiums;
 - 3.5.6. Timely preparation of annual payment summaries (previously group certificates), group tax reconciliations and other payroll returns, including Fringe Benefits Return;
 - 3.5.7. Maintenance of payroll records including annual, sick, long service leave and superannuation;
 - 3.5.8. Administering workers compensation returns, claims and insurance under the direction of the Business Manager;
 - 3.5.9. Liaison with occupational health providers in the event of workers compensation claims requiring rehabilitation under the direction of the Business Manager;
 - 3.5.10. Assisting the Business Manager with the rehabilitation program under workers compensation claims; and
 - 3.5.11. Monitoring compliance with Superannuation Guarantee Legislation, relevant Awards and the Lutheran Church of Australia Queensland District Schools Department Certified Agreement.
 4. Collection of monies owing to College, (principally fees). As part of this function will be the processing of rebates under the direction and approval of the Business Manager and in the context of policies established by the College Council in relation to rebates/concessions.
 5. Assist the Principal and the Business Manager in the preparation of short term and long term budgets.
 6. Correct dissection of GST records, ensuring that all recoverable amounts are handled correctly.
 7. Monthly (minimum) reconciliation of all bank accounts.
 8. Lodgement of BAS on a timely basis to ensure cash flow for the College is optimised.
 9. In conjunction with the Business Manager, advising the College Council through the Principal in relation to the financial management of the College.
 10. Provide management accounts and financial reports (as required) in conjunction with the Business Manager as required (usually monthly), including a written report highlighting any issues or variances requiring attention.
 11. Liaise with the auditors in relation to auditing the financial statements and other reports of the College.

Office Management

This involves:

1. Ensuring that proper administration records are kept, by designated staff, including;
 - 1.1. Asset register;
 - 1.2. Official Business Office correspondence;
 - 1.3. Adequate and effective filing; storage of College financial records and archiving of taxation and other statutory records.
2. Undertake appropriate professional development as approved by the Business Manager.
3. Relieve Reception desk staff or other sections of the office as necessary or requested by Business Manager or Principal.

Liaison with Regulatory Bodies

The Accountant is responsible to the Business Manager for:

1. Providing information to complete statistical and financial returns for regulatory bodies, such as:
 - State Education Department
 - Commonwealth Department of Education, Employment and Workplace Relations (DEEWR)
 - Australian Bureau of Statistics
 - Local Council (Redland City Council)
 - QIS Block Grant Authority
 - Australian Taxation Office
2. Keeping up to date with funding arrangements and planning accordingly in relation to SES ratings and salary movements.
3. Being familiar with Federal and State Government Capital Grant Schemes, and other relevant funding options to assist Colleges from time to time.

Involvement in the Life of the College

1. Attendance at staff meetings as required.
2. Involvement in College events including but not limited to fundraising events and major celebrations such as worship at commencement and close of the year.
3. General support of staff.
4. Pastoral guidance of staff under direction.
5. Attendance at meetings of College sub-committees e.g. Finance, Marketing as requested by Business Manager or Principal.
6. Compliance with and the relevant Codes of Conduct for staff members at Faith Lutheran College, Redlands including the College Dress Code.

Outside School Hours Care

1. Oversee the processing of payments.
2. Balance bank statement (minimum monthly).
3. Process all transactions in ledger and provide reports.
4. Produce monthly financial statements.
5. Lodge CCMS claims in a timely manner.

Other

1. While detailed, this job description is not exhaustive and the Business Manager or Principal may at their discretion vary the responsibilities of the Accountant as required.

Remuneration

The Accountant position is a salaried position. Salary will commensurate with experience and ability.

October 2016