

Position Description

Accountant/Deputy Business Manager

Reports to	Business Manager
Accountable to	Business Manager & Head of College
Supervises	Business Office staff
Collaborates with	Heads of Campus, Facilities Manager, ICT Manager, PA to Head of College

Purpose

This role is similar to the position of Accountant however is distinguished by the capability of the incumbent to deputise for the Business Manager. In addition, the incumbent will be prepared to undertake professional development and approach their work in a way that demonstrates their intention of becoming a Business Manager in the future. The Accountant/Deputy Business Manager is responsible for coordinating the day-to-day operations of the Business Office and Kindergarten/OSHC operations. This role actively communicates with other management staff to advise of operational risks and ensure responsible financial, accounting, administrative and risk management practices.

General Accountabilities

- Exhibit behaviour, through word and action, which reflects the ethos and Christian foundations of the College
- Abide by the Staff Code of Conduct
- Be familiar with and follow College policies and procedures
- Carry out responsibilities in a safe manner as outlined in the College's Work Health and Safety Policy and associated procedures
- Reflect proactively on his/her own work performance and seek further training or professional development opportunities to update knowledge and skills

Skills/Knowledge

- Knowledge and use of the Microsoft 365 environment
- Excellent working knowledge of spreadsheets (including complex analysis and modelling)
- Excellent working knowledge of word processing
- Excellent writing and communications skills and the ability to create professional documents
- Ability to engage with a range of stakeholders
- A high level of problem-solving ability, including when under pressure
- Strong accounting knowledge including managing processes and systems of internal controls
- Ability to learn new systems quickly and be able to use them independently

Qualifications

- Tertiary Qualifications in Accounting (Bachelor Degree) or near completion
- CPA/CA/IPA desirable but not essential

Experience

- Managing or supervising staff
- Being responsible for implementing policies and/or procedures
- Working within risk management, both Financial and non-financial desirable

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- Experience in an education setting (including Outside School Hours care and/or Early Learning) will be highly regarded

Responsibilities/Duties

- Accounting/Financial
 - All financial records management
 - All ATO reporting obligations including BAS
 - Preparing fees and other accounts receivable
 - Supervision of fee collections, ensuring good relationships are at the core of processes, managing debtor levels and debt recovery
 - Ensuring Creditor fraud risk is managed and payments are timely
 - Overseeing procurement processes and assist staff to manage
 - Month end processing and preparing financial reports for College Governance, including developing quality assurance through appropriate systems and reconciliations
 - Financial and data analysis as required
 - Ensure strong systems of internal controls are in place to manage financial and other risks
 - Assist the Business Manager with the preparation of the Annual Budget
 - Monitor operational budgets and engage with various staff to stay within budgets
 - Assist with longer term financial modelling, including cash flows, sensitivity analysis and 10-year projections
 - Scrutiny of expenditure effectiveness in line with efficiency and achieving strategic goals
 - Implement policy and develop procedures
 - Assessment of borrowings and leases and ensuring appropriate financial treatment
 - Assist the Business Manager with preparation of the annual audit, including financial acquittals for funding
- Asset Management
 - Fixed asset register maintenance and reviews in line with monthly processing
 - Assist with the development of strategies around leasing to achieve asset renewals (particularly in ICT and Buses)
 - Develop and review asset management processes
- Payroll/HR
 - Maintain knowledge of the NES, Enterprise Bargaining Agreement and employment documentation practices
 - Payroll review and approval
 - Prepare associated returns and reporting (PAYG, FBT, WGEA, Workcover)
 - Liaise directly with the Personal Assistant to the Head of College to establish appropriate employment documentation and implement appropriate site induction processes
 - Assist the Business Manager to ensure effective reporting of injuries and appropriate responses are in place, including but not limited to, the understanding and implementation of workplace rehabilitation and return to work processes (through the Campus Return to Work Coordinators)
- Statutory Compliance/Reporting
 - Coordinate and prepare statistical returns and information for LEO, state and commonwealth government education departments and other organisations (ACNC)
 - Assist with external audits and accreditations
 - Ensure appropriate licences and registrations are in place
- Operational/Trading activities
 - Assist the Business Manager to manage all trading activities, with specific focus on the Kindergarten/OSHC operations
 - Apply all Accounting and Financial duties as above to these operations

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- Risk Management/Compliance/WHS
 - Provide guidance and assistance to other staff on managing various financial, operational and safety/compliance risks
 - Participate in the operational risk management processes, overseeing the College operational Risk Register together with the Facilities Manager
 - Be responsible for effective management of the transport accreditation processes (College Buses)
- Staff supervision
 - Supervision and leadership of Business Office staff
 - Assist with the oversight of other non-teaching staff as required
 - Assist the Business Manager with quality assurance through analysing and reviewing practices accordingly in all non-teaching areas
- Other duties
 - Manage insurance claims
 - Assist the Business Manager with projects and evaluating business opportunities
 - Assist the Business Manager with facilities and capital projects as required
 - Other duties as directed by the Head of College or Business Manager

June 2021