



# Donvale Christian College

## Position Description

<b>Position:</b>	Accountant
<b>Accountable to:</b>	Finance Manager
<b>Major Relationships:</b>	Business Manager Finance Team
<b>Position Details:</b>	0.60 – 0.8 FTE (flexible as to days and times, preferably across 4 days)

### Application Information:

Applicants are invited to provide a concise curriculum vitae including personal details, church involvement, career experience, academic attainments and addressing the criteria listed in the end of the Position Description. Three referees are required to be listed.

Applications will be received as advertised until **30 May 2023** and should be marked '**Accountant**' and sent via email to: [employment@donvale.vic.edu.au](mailto:employment@donvale.vic.edu.au)

Please note that the College does not accept unsolicited agency approaches. We expect candidates to apply directly.

### Donvale Christian College:

Donvale Christian College is located in the eastern suburbs of Melbourne having opened in 1975. The current enrolment is over 1500 students from Prep to Year 12 and the total number of employees is approximately 300.

Donvale Christian College is governed, as provided for in its Constitution, by the College Board. The Board are elected by the members of the College. The full range of Christian denominations is represented in the parent body of the College. There is no position on the Board elected or appointed by any single church community. The Board is totally elected by the membership of Donvale Christian College Ltd. The Principal is appointed by the Board and together they appoint staff.

Because members of the Donvale Christian College community come from many different Christian faith traditions, and to ensure a sense of harmony between home and School, the College has adopted a Statement of Faith based on a Christian worldview. All parents and Staff are specifically asked if their faith commitment is echoed in the words of this Statement of Faith and they are requested to indicate agreement when applying for the enrolment of their children or employment at the College.

Staff members are expected to actively support the Christian aims of the College and to be members of a Bible based worship community.

The College is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse. Everyone working at the College is responsible for the care and protection of children. All potential employees and volunteers will be required to comply with the College's Child Safety Code of Conduct and the College's Child Protection and Safety Policy. Applicants are required to provide a valid Working With Children Check/VIT and will be subject to background checking in accordance with this policy.

### **Role**

The Accountant is a member of the Finance Team, providing support and expertise in accounting matters including financial reporting/monitoring, payroll support and general accounting.

The core business of Donvale Christian College is to be a biblically directed learning community. Everyone and everything in this community serves this purpose. Each person in the College community has been gifted by God to make his or her contribution to the learning and teaching for which God has brought the College into being.

### **College requirements**

All staff are required to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff retreat.

### **Expected Outcomes (Essential Duties and Responsibilities)**

#### Accounting

- Review creditor payment file.
- Reconciliation between FACTS (parent fee payment portal) and Accounts Receivable.
- Prepare recurring journals (including supporting workpapers) such as monthly accruals, hire purchase, prepayments, income in advance etc.
- Prepare bank reconciliations.
- Reconciliation of General ledger accounts. Establishing procedures to ensure accurate initial data entry.

#### Financial Reporting

Working with the Finance Manager:

- Prepare monthly reports including Profit and Loss, Balance Sheet, Cash Flows, Debtors Report and Dashboard for review by the Finance Manager to meet the needs of Senior Leadership Team, Finance Committee and Board.
- Assist with preparing regular Cash Flow Forecasts.
- Provide analysis on the monthly reports.
- Monitor, review and continually improve financial processes and reporting.
- Assist with the year-end financial report and audit.

#### Associated Entity Accounting

Support Friends of Donvale (the College's parent committee) by ensuring the Finance team provides finance and accounting services including:

- Processing of payments and receipts.
- Management accounts and appropriate ledger reconciliations.
- Preparation of management accounts, budgets and forecasts.

#### Annual Budget

- Assist the Finance Manager and Business Manager with the annual budget development, analysis of budget performance and forecast preparation.
- Import approved Annual Budget into the College's Financial system (Synergetic).

#### Payroll

- Provide support and backup to the Payroll Accountant with the preparation and processing of payroll through the College's Payroll and HR system (Aurion), including preparation of at least one pay run every 6 months.
- Work with the Payroll Accountant to review payroll to ensure its accuracy.
- Payroll reporting including creating, developing and maintaining reports to support payroll.
- Develop and review pay run variance reports and reconcile. Liaise with key staff to provide variance explanations.

#### Statutory Compliance

- Preparation of quarterly business activity statements (BAS).
- Assist the Finance Manager with State and Commonwealth Returns including completion of the Financial Questionnaire, provision of information for Census reporting and Recurrent Grant acquittals.

#### Credit card Merchant Management

- Oversee the College's credit card system (Promaster).
- Manage Promaster administration, access and training.

#### Other

- Assist with the workload of the Finance Team and provide assistance to ensure monthly objectives and deadlines are met.
- Undertake project and analysis work to support the College Leadership.
- Other duties as directed.

## Qualifications & Skills

- Tertiary qualification in Business, Commerce or Accounting.
- Study towards CPA/CA membership.
- Working with Children Employee Check is essential.
- Excellent communication skills (written and verbal) to support interaction with a diverse range of internal stakeholders.
- Strong Excel spreadsheet skills.
- Experience with financial reporting and a range of applications.

## College Expectations:

All staff are expected to:

- Support the College's guidelines and policies.
- Implement the programs, teaching practices and other activities as decided by the College.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team/s in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform their responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

## Applications to include:

- Applications which will be received as advertised until **30 May 2023** and should be marked '**Accountant**' sent via email to: [employment@donvale.vic.edu.au](mailto:employment@donvale.vic.edu.au)
- Including a covering letter addressing the Expected Outcomes above.
- Provide a concise curriculum vitae including personal details, church involvement, career experience and academic attainments.
- Three referees are required to be listed.

*The College reserves the right to interview candidates prior to the advertisement closing date. If you are successful in obtaining an interview you will be contacted by telephone. If your application is not successful, you will be notified by email.*