

## Job Description

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**POSITION:** School Accountant

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**REPORTS TO:** Business Manager

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**DEPARTMENT:** Finance

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**DATE APPROVED:** November 2024

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### Position Purpose

The role of the School Accountant is to provide effective financial management and budgeting aspects for the relevant stakeholders to address the financial needs within the College.

### Organisation Environment

Belmont Christian College operates within a unique and spiritually nurturing environment that combines strong academic and wellbeing foundations with Christian values. The College is a leading Christian P-12 school in the Newcastle region that has experienced growth in recent years with over 900 students and 150 members of staff.

The School Accountant plays a key role in the Finance and Operations Team, and provides services like cash flow management, reconciliations, forecasting and budget management and accounting functions. The role directly supports the Business Manager in their functions, and collaborates with the Assistant Business Manager, and the Finance Team in general.

The **College Finance Officer** is required to:

- Read, understand, and adhere to all the College's policies and procedures.
- Take proactive responsibility for safeguarding and promoting the welfare of pupils.
- Undertake training and professional development as required to keep up to date with current developments.
- Undertake other duties appropriate to the post that may reasonably be required from time to time commensurate with the grading of the post.
- To support staff in all aspects of the school's processes and procedures as required.
- Be fully aware of and implement any emergency plans according to College Procedures (e.g. emergency closures, fire alarms etc.).
- To ensure that work is completed in a timely manner and according to agreed procedures.
- To collaborate and work effectively with all members of the Finance Team, along with other staff, parents, students and the general public; Ensuring that the school is represented effectively and managing enquiries, concerns or complaints with tact, diplomacy and sensitivity.
- Fulfill other areas of the Finance Team and main office as required.

## Key Accountabilities

Area of Accountability	Major Activities	Performance Indicators
Christian Leadership	<p>Demonstrate a Christ-like example in the College ensuring that:</p> <ul style="list-style-type: none"> <li>• All activities are undertaken with a strong Christian commitment and focus.</li> <li>• Christian servant leadership is exercised with staff, students, parents, and the wider community.</li> <li>• Perform day-to-day duties prayerfully and consistent with a Biblical lifestyle with the aim of bringing glory to God.</li> </ul>	<p>Strategies and actions are aligned to the <b>College's vision and mission</b>. Conduct is aligned to behaviours outlined in the Statement of <b>Faith and Codes of Conduct</b>.</p>
General Financial Management	<ul style="list-style-type: none"> <li>• Maintain accuracy and integrity of the chart of accounts.</li> <li>• Support the Business Manager with budgeting and forecasting as required.</li> <li>• Oversee the monthly and annual account reconciliations, including bank reconciliations, according to schedule.</li> <li>• Oversee balance sheet management, ensuring precise recording of fixed assets, depreciation, and provisions.</li> <li>• Oversee all general ledger and bank reconciliations are completed accurately and in a timely manner.</li> <li>• Collaborate with the Business Manager and Finance Team to engage with auditors and address financial compliance and reporting needs.</li> <li>• Regularly review and refine internal financial processes to ensure ongoing compliance.</li> </ul>	<p><b>Chart of Accounts Integrity</b> Ensures ongoing accuracy and integrity of the chart of accounts.</p> <p><b>Account Reconciliation</b> Completes monthly and annual reconciliations on time.</p> <p><b>Oversee Balance Sheet</b> Manages accurate recording of assets, depreciation, and provisions.</p> <p><b>Ledger Updates</b> Updates general ledger and bank reconciliations monthly and promptly.</p> <p><b>Auditor Collaboration</b> Assists Business manager's working with auditors to ensure</p>

		<p>compliance and accurate reporting.</p> <p><b>Process Improvement</b> Regularly reviews and improves financial processes for compliance.</p>
<p>Governance</p>	<ul style="list-style-type: none"> <li>Financial Controls: Develop and maintain a strong financial control environment, regularly updating the controls register and ensuring compliance. Identify gaps, implement improvements, and provide training to strengthen adherence.</li> <li>Financial Risk Management: Identify and assess financial risks, recommending mitigation strategies. Regularly review processes, report risks to leadership, and align control measures with the school's governance framework.</li> </ul>	<p><b>Financial Controls</b> Controls register is up to date, reviewed quarterly, with no significant audit findings. Identifies gaps and implements improvements within the agreed timeframes. Ensures minimal non-compliance incidents and positive auditor feedback.</p> <p><b>Risk Management</b> Ensures regular risk assessments are completed, with mitigation plans in place. Timely reporting of risks to leadership, enabling informed decisions.</p>

## Key Communications

### Internal communications:

- **Business Manager** to receive an overall financial direction and guidance on scope of work.
- **Assistant Business Manager** to team up and collaborate on corresponding financial aspects.

### External Communications

- Other educational finance professionals
- Financial authorities
- College Auditors

### Challenges

- Managing finance data and always ensuring accuracy, given the dynamic nature of an educational sector.
- Ensuring consistency of services and closure of tasks as guided.
- Ensuring that record keeping and compliance requirements are met given that it is a highly regulated sector.

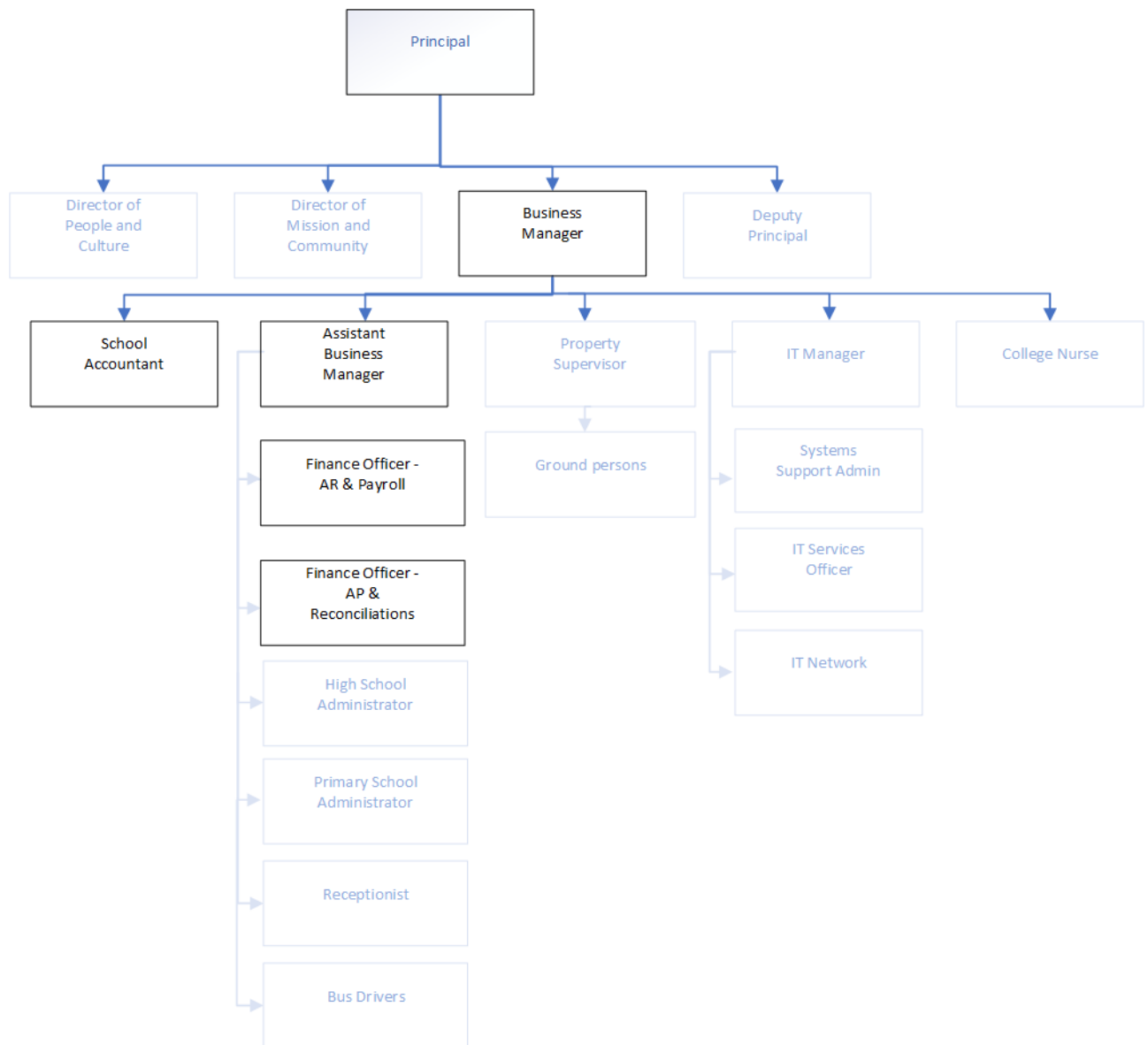
### Knowledge, Skills and Experience

1. It is an inherent requirement of the role that the incumbent have a personal relationship with Jesus Christ, actively attend their local Church, and willingly support the vision and practice of the College as stated in:
  - a. the College Statement of Faith,
  - b. the Staff Pledge that is recited annually at the Staff Commissioning Service, and
  - c. the College Codes of Conduct.
2. Minimum 3 years of financial experience, ideally as a degree-qualified accountant (CPA or CA); candidates with TAFE qualifications and strong demonstrated experience and capabilities will also be considered.
3. High level of computer literacy skills and proficiency using software such as Microsoft Office applications, with the capability and willingness to learn new

packages as appropriate; experience in database management and excellent excel skills.

4. Willing to learn new Accounting and College Information Management systems.
5. Strong analytical and data analysis skills.
6. Demonstrated experience in building processes and systems that support finance and compliance requirements.
7. Highly effective communication, customer service and interpersonal skills, and the demonstrated ability to interact constructively and collaboratively with staff at all levels of the organisation.
8. Demonstrated experience in the following competencies:
  - a. Collaborating and partnering- Working with other stakeholders with a clear direction from the Business Manager.
  - b. Identifies areas of improvement in processes and systems- Build processes, systems, structural steps to streamline standards of finance management.
  - c. Working with People- Shows respect and professionalism for others' views and contributions, listens, supports, and cares for others. Builds team spirit, reconciles conflict, and works collectively.
  - d. Applying Expertise & Technology- Applies specialist expertise and uses software tools to effectively achieve work objectives. Continually develops job knowledge and demonstrates an understanding of various organisational functions.
  - e. Analysis and Reporting- Generates reports, analyses data trends and provides insights on a recurring basis.
  - f. Productivity and Adaptability -Sets a high benchmark in terms of quality output and productive outcomes. Plans activities well in advance and manages time effectively. Adapts to changing needs and identifies resources, accomplishes tasks, and monitors progress against deadlines.
  - g. Planning and Preparation-Forecasts and prepares for upcoming financial events, meetings and needs. Works proactively and methodically to achieve goals, according to the College calendar and Business manager's guidance.

## Organisation Chart



## Selection Criteria

1. It is an inherent requirement of the role that the incumbent have a personal relationship with Jesus Christ, actively attend their local Church, and willingly support the vision of the College.
2. Knowledge of and a deep commitment to child safety in an education setting.
3. Current Working with Children Check.
4. Demonstrated financial experience, ideally as a degree-qualified accountant with professional accreditation (CPA or CA preferred), or equivalent capabilities gained through extensive practical experience.
5. Strong Excel skills and experience in using accounting software systems.

6. Should be willing to learn the XERO system.
7. Current Working with Children Check.
8. Demonstrated experience in the following competencies:
  - a. Collaborating and partnering
  - b. Identifies areas of improvement in processes and systems Applying Expertise & Technology
  - c. Applying Expertise & Technology
  - d. Analysis and Reporting
  - e. Productivity and Adaptability
  - f. Planning and Preparation

**Signature**

Incumbent name

Incumbent signature

Date