



# Temple Christian College

A member of Adelaide Christian Schools

## JOB AND PERSON SPECIFICATIONS

### POSITION DETAILS

<b>POSITION TITLE:</b>	Accountant
<b>CAMPUS:</b>	Mile End
<b>REPORT TO:</b>	Business Manager
<b>FTE:</b>	0.6 – 1.0 FTE (negotiable)
<b>CLASSIFICATION LEVEL:</b>	Support and Administration Staff - Administration Stream Grade 4
<b>DATE CREATED:</b>	24/08/2021
<b>DATE APPROVED:</b>	24/08/2021
<b>DATE REVIEWED:</b>	24/08/2021

### POSITION OVERVIEW

<b>Position Summary</b>	<p>The Accountant provides support to the Business Manager and the Management Accountant at both the operational level and the strategic planning level in regard to the financial and administrative operations of the College. The Accountant is responsible for:</p> <ul style="list-style-type: none"> <li>• Financial management assistance</li> <li>• Day to day accounting procedures</li> <li>• Payroll reconciliations and related reporting</li> <li>• Management of the purchasing procedure</li> <li>• Parents &amp; Friends accounting support</li> <li>• Administrative support</li> </ul>
<b>Reporting/Working Relationships</b>	<ul style="list-style-type: none"> <li>• Business Manager and Management Accountant</li> <li>• Finance Team</li> <li>• Administration staff</li> <li>• Teaching staff</li> </ul>
<b>Line Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• nil</li> </ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Some out of hours work may be required</li> </ul>





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## POSITION DESCRIPTION

### KEY RESPONSIBILITIES      RELATED TASKS

<p><b>Accounting &amp; Administrative support to Business Manager and Management Accountant</b></p>	<p>Provide accounting &amp; administrative support to the Business Manager and Management Accountant including:</p> <ul style="list-style-type: none"> <li>• Maintenance of an accurate and up to date accounting system including preparation/checking of month end and other journals for general ledger and subsidiary ledgers, monthly reconciliation of General Ledger accounts and bank account</li> <li>• Assistance with end of year journals and financial statements</li> <li>• Maintenance of the asset register</li> <li>• Assist with preparation of management financial reports</li> <li>• Preparation of Government taxation returns as required</li> <li>• Assisting with cash flow management</li> <li>• Assisting with billing and receipting process for both Campuses</li> <li>• All other duties as requested</li> </ul>
<p><b>Compliance/Administrative Support</b></p>	<ul style="list-style-type: none"> <li>• Assist with various Commonwealth and State Government compliance and accountability returns</li> <li>• Financial analysis and modelling</li> <li>• Assist with financial administration of Uniform shop</li> <li>• Evaluate new technology to improve systems</li> <li>• All other duties as requested</li> </ul>
<p><b>Human Resources</b></p>	<ul style="list-style-type: none"> <li>• Reconcile payroll and related functions</li> <li>• Assist Payroll Administrator as required</li> <li>• Process related payments to fulfil Government requirements</li> <li>• Assist Business Manager with management of Workplace Health &amp; Safety (WHS) matters</li> <li>• Ensure familiarity with staff awards, benefits, and conditions of service to facilitate a smooth payroll process</li> </ul>
<p><b>Purchasing Procedure Management</b></p>	<ul style="list-style-type: none"> <li>• Management of the purchase requisition process</li> <li>• Monitor expenditure against budgetary provisions</li> <li>• Provide assistance and training to staff with purchasing procedure</li> </ul>





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## PERSON SPECIFICATIONS

### ESSENTIAL MINIMUM REQUIRMENTS

<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• SACE or equivalent secondary education qualification</li> <li>• An appropriate post-secondary qualification in Accounting or a Business discipline or be studying towards achieving such qualifications</li> <li>• Have completed or be willing to complete Responding to Risks of Harm, Abuse &amp; Neglect - Education &amp; Care and Protective Practices training</li> <li>• Current Working with Children Check (WWCC) through the Department of Human Services</li> <li>• Protective Practices training</li> </ul>
<p><b>Skills &amp; Abilities</b></p>	<ul style="list-style-type: none"> <li>• High level of financial, analytical, and quantitative skills including proficiency and application in computerised spreadsheets</li> <li>• Ability to complete detailed work with a high degree of accuracy</li> <li>• High level of interpersonal and communication skills to successfully engage a range of stakeholders</li> <li>• The ability to work as a member of a team in a manner that fosters the support and co-operation of team members</li> <li>• The ability to complete variable workloads to a high standard and to imposed deadlines</li> <li>• Ability to work autonomously once tasks are delegated from routine operational tasks through to significant projects or programs.</li> <li>• Well-developed financial management and budgeting skills</li> <li>• Ability to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks</li> <li>• Ability to effectively train staff in required financial procedures</li> <li>• Ability to follow College policies and procedures in all areas</li> </ul>
<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• An on-going commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Schools</li> <li>• Regular attendance and fellowship at a Christian church</li> <li>• A proven lifestyle founded on Biblical Christian principles</li> </ul>





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	<ul style="list-style-type: none"> <li>• A life that demonstrates the indwelling of the Holy Spirit</li> <li>• A willingness to affirm the foundation statements and principles promulgated by the College</li> <li>• A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience in financial accounting, financial analysis/modelling and similar roles</li> <li>• Demonstrated experience with computerised accounting packages</li> <li>• Previous experience in a similar finance / accounting role in a corporate environment</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A knowledge of current accounting principles and standards</li> <li>• A knowledge of current taxation legislations including GST, Income tax and FBT</li> <li>• A working knowledge of superannuation and taxation rules &amp; regulations</li> </ul>

## DESIRABLE CHARACTERISTICS

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A degree in Accounting or a similar discipline</li> <li>• Certified Practising Accountant or Chartered Accountant status</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• High level of organisational skills is desirable</li> <li>• An ability to relate well to a variety of stakeholders</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• A mature faith and active involvement in a local church</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience in a similar finance/accounting role of a school or a not-for-profit organisation would be an advantage</li> <li>• Experience in the completion of government funding and grant applications</li> <li>• Experience in interpretation of National Employment Standards and other Industrial Instruments such as awards and enterprise agreements in the workplace.</li> <li>• Experience in the use of MAZE and Sage Micropay software or other school database software</li> </ul>





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<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of the operation of an independent educational institution or a not-for-profit organisation</li> <li>• Knowledge of salary packaging and FBT matters pertaining to rebatable employers</li> </ul>
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Authorised by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Marcel Rijken - Principal

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
 < name > - Accountant

