



Kilbreda College is sponsored by Kildare Ministries and administered by the Kildare Education Ministries Board.

The Accountant derives authority from the Co-Principals and is accountable to the Business Manager. The Accountant, in conjunction with their colleagues, fulfils a role in promoting and celebrating the College's identity as a Catholic school in the Brigidine tradition and shares the responsibility of inspiring and leading staff in their commitment to the core values of the College.

The Accountant plays an active role in the developing and implementing the College's current and future financial operational policies and systems using contemporary business practices. Under the direction of the Business Manager he/she is responsible for the complex general accounting and reporting functions of the College, together with compliance reporting and administrative systems. The Accountant supports and works collaboratively with members of the Finance Team to ensure effective and efficient financial services across the College.

**Child safety:** It is an expectation that every staff member be familiar and comply with, the College's Child Protection and Safety Policy, Code of Conduct and any other policies or procedures relating to child safety.

### KEY RESPONSIBILITIES

#### Payroll

- Prepare and process payroll on a fortnightly basis, ensuring that discrepancy checks and an audit report for the Business Manager is completed
- Reconcile all superannuation accounts monthly and ensure that all Superannuation compliance issues are addressed
- Ensure all salary deductions – including Australian Taxation Office (ATO), union fees, superannuation, Selectus, staff school fees, Brigidine Relief Fund – are paid to the appropriate authority on time and in the form required
- Provide payroll reports as required to the Business Manager
- Maintain up-to-date staff records in the CEM database (on CEVN) for matters pertaining to FTE, position/role and leave
- Complete General Ledger Journal postings relevant to payroll processing
- Produce the end of financial year PAYG for all staff, ensuring all data is accurate
- Organise with the Business Manager to forward all salary reporting requirements to the ATO
- Provide the Co-Principals' Personal Assistant with payroll information for inclusion in letters of appointment for staff
- Be the point of contact for staff for general payroll enquiries
- Supply accurate information to staff on the salary sacrificing aspects of superannuation
- Assist the Business Manager with the preparation of annual staffing and salary budget.

## **General Ledger**

- Reconcile the Salary packaging clearing accounts. Maintain the record of individual salary packaging balances
- Reconcile the Long Service Leave spreadsheet and clearing accounts for the annual audit
- Ensure all government funding reporting requirements and reconciliations are completed
- Assist the Business Manager in the preparation of the annual budget including liaising with the Leadership Team, Domain Leaders and Year Level Coordinators
- Provide support and advice to the Co-Principals and Assistant Principals in regards to financial and accounting matters
- Complete the annual Fringe Benefits Tax (FBT) return
- Oversee the application and treatment of GST related tax matters. Complete the monthly Business Activity Statement (BAS) report, and online BAS submission
- Prepare bank reconciliations and associated journal entries (superannuation, bank fees, etc.)
- Prepare and maintain monthly general ledger reconciliations
- Keep record of the fixed assets disposal and purchase
- Reconcile fixed asset register.

## **Compliance**

- Maintain leave records; including sick leave and annual leave adjustments
- Be familiar with the current Victorian Catholic Education Multi Enterprise Agreement (VCMEA)
- Oversee the employment conditions and advise on personnel matters in relation to any updates of the VCMEA
- Maintain Long Service Leave (LSL) records, process LSL applications, apply for reimbursement and reconcile to the payroll and general ledger account once leave is taken
- Update Online Staffing Leave records regularly (CEVN) and complete CEM mid-year and annual reporting requirements.
- Complete the annual Workplace Gender Equality Report and online submission
- Complete the Australian Charities and Not-For-Profits Commission (ACNC) annual compliance report
- Provide a contact point for staff for WorkCover enquiries and claims and supply accurate information on procedures
- Process WorkCover claims and monitor payment of invoices associated with each claim
- In collaboration with delegated Leadership Team member, coordinate staff Return to Work Programs as required
- Maintain a register of workplace injuries and incidents
- Monitor insurance and making insurance enquiries
- Processing all insurance claims.

## **Finance Team Support**

- Ensure the smooth running of the Finance team during the absence of the Business Manager.
- Provide back up support to the Accounts Payable and Fees Officer.

## Key Selection Criteria

1. Relevant formal qualification/s at a degree level, along with relevant post graduate qualifications or extensive and relevant experience.
2. Demonstrated experience in Synergetic (or similar) or a willingness to learn.
3. Well-developed skills in the area of providing professional advice to staff relevant to leave entitlements, superannuation options and WorkCover claims, and taxation.
4. Ability to work as part of a team and be able to take direction, as well as work independently and cope in demanding situations.
5. Professionally presented with good communication skills, including the ability to communicate with staff and other members of the College community.
6. A capacity to support and participate in the faith life of Kilbreda College, including a commitment to the Mission, Vision and Values of the College.

## ACCOUNTABILITY

Reports to: Business Manager

Key internal liaisons: Co- Principals, Finance Team members (Accounts Payable/Fees Officer), General Office/Administration staff, teaching/non-teaching staff, other staff including contractors and casual employees

External liaisons: Catholic Education Melbourne (CEM), Gallagher Bassett (WorkCover), Catholic Super Fund, Australian Taxation Office (ATO), Australian Charities and Not-For-Profits Commission (ACNC), Workplace Gender Equality Agency (WGEA)

## CONDITIONS

Conditions are as per the Victorian Catholic Education Multi-Enterprise Agreement 2013. This is a Category C Education Support Employee position, with 45 weeks per year and receives seven weeks paid school holidays.

**Hours of Work:** 8.30am – 4.30pm or as negotiated

These are the normal hours of work but as some College events take place outside these hours flexibility is required. Time in lieu will be offered in these instances.