

Position Description

Senior Accountant

Multi Campus

2025

RELATIONSHIPS AND NETWORKS

LEAD BY

- Finance and Procurement Manager
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COLLABORATES WITH

- Beaconhills Executive
 - Members of the Finance & Audit Committee
 - Finance Team
 - Teaching staff
 - General staff
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EXTERNAL GROUPS

- Auditors
 - Bankers
 - Government authorities - ATO, Departments of Education (Commonwealth and State), etc.
 - ISV, VISBGA, ASBA
 - Parents/Guardians
 - Suppliers
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POSITION CONDITIONS

This is a full time (1.0 FTE/38 hours per week), ongoing position.

Upon commencement, you will be employed as a Multi campus employee. Your locations of work are:

- The Pakenham Campus is located at 30-34 Toomuc Valley, Pakenham VIC 3010 (predominantly based at this campus).
- The Berwick Campus is located at 92 Kangan Drive, Berwick VIC 3806.

Conditions of employment are as per the Beaconhills College General Staff agreement 2023-2025 (incorporating the terms of the Educational Services (General Staff) Award 2020), Beaconhills' policies and procedures and the letter of offer.

No position description can be entirely comprehensive and the incumbent will be expected to carry out such duties as may be required from time to time and are broadly consistent with the position description, the status of the post within the College and the classification criteria of the Educational Services (Schools) General Staff Award 2020.

REFERENCE
DOCUMENTATION

- *Staff Code of Conduct*
 - *College Policies and Practices*
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PRIMARY PURPOSE OF THE POSITION

The Senior Accountant is primarily responsible for undertaking a range of financial and accounting responsibilities of the College in conjunction with the Finance Team to ensure the effective management and control of the College's finances.

The Senior Accountant reports to and takes direction from the Finance and Procurement Manager and is accountable to the Business Manager and Executive Principal. The incumbent must have excellent organisational skills, demonstrate high communication skills and enjoy the challenge of working as part of a team assisting in the activities of the Finance Team and other areas within the College community.

KEY RESPONSIBILITIES FOR THE POSITION

Month end and year end processes and reporting

- Maintain general ledger accounts and overarching chart of accounts.
- Ensure the accurate and timely preparation of monthly and annual financial information for inclusion in prescribed reports required by the Business Manager and members of the Board and Board Executive.
- Ensure the consistent and accurate allocation of the College's income and expenditure to ensure that budget parameters are maintained.
- Ensure the financial information is prepared in accordance with the prescribed, legislation, accounting standards, conventions and formats agreed to by the Board.
- Ensure fundraising and Foundation events and activities are appropriately accounted and ensure financial reconciliation of these events is reported monthly to the Beacon of Hope Foundation and Fundraising Advisory Committee.
- Manage the month-end and year-end close process, ensuring adherence to reporting and other deliverable timelines by all Finance Team members. Prepare relevant schedules and journals to support the accurate recording of income and expenditure.
- Ensure accurate integration between the accounting system (Synergetic) and ancillary systems (including FlexiPurchase, Convergga and Smart Fees) and identify opportunities to improve this integration.
- Carry out the timely reconciliations of all balance sheet accounts within the general ledger system to ancillary systems where applicable.
- Prepare and maintain the Fixed Asset Register, and report on Work in Progress (WIP) and capital expenditure (capex) on a monthly basis. Ensure all capital acquisitions and disposals adhere to the acquisition and approval processes.
- Undertake training for staff on the accounting systems and ensure all users understand the system and its capabilities.
- Liaise with other departments of the College to ensure appropriate co-ordination of financial information and work flow.

Audit

- Coordinate the interim and final audits with the external auditors, ensuring all processes and information are ready and available to the auditors to enable the completion of the audit process.
- Prepare the annual financial statements and supporting documents, including Notes to the statements, workpapers, reconciliations and schedules to support the statements.

Data analysis

- Ensure that all of the College's cost centres/business activities are regularly analysed and reviewed to ensure the College's parameters are adhered to, with any variances reported to the Finance and Procurement Manager in a timely manner.

Compliance

- Ensure timely and accurate preparation and submission of all compliance and statutory reports for relevant government agencies and other organizations, including but not limited to:
 - monthly BAS and GST lodgements
 - FBT lodgements
 - ABS internal indices reports
 - funding acquittals (recurrent, for-purpose and capital)
 - Department of Education (SchoolsHUB) Financial Questionnaire
 - Somerset benchmarking survey
 - ISV surveys
 - ASBA fee survey.
- In conjunction with the Finance and Procurement Manager, ensure the College's accounting systems, policies and procedures are documented within a procedure manual, reviewed and clearly understood on an ongoing basis (with a particular focus on internal controls).

Professional relevance

- Remain up to date on relevant Australian Accounting Standards, and where necessary provide research or obtain external advice on the financial reporting of the College.
- Remain up to date on tax legislation, providing research and advice on related transactions for the College.

Special projects and system development

- Contribute to system development or improvements, such as module design and testing as part of the Digital Transformation Project.

Finance Team back up

- Support the Finance Team with their end-of month processes and reconciliations, ensuring their processing is maintained in a timely and accurate manner.
- Provide back up to the Revenue Officer (if required) for critical accounts receivable functions including issuing Little Beacons fee statements and processing of direct debits.
- Assist the Assistant Accountant with
 - cash handling (where a second person is required), and provide back up for processing of payments, EFT and cheques (if required).
 - payments by reviewing and authorising payment runs through the banking portal.
 - implementing administrator access rights to banking user roles and limits as directed by the Finance and Procurement Manager.

Finance and Procurement Manager back up

- Provide comprehensive data reports, costing and analysis on request to the Finance and Procurement Manager.
- Attend Finance and Audit Committee meetings on request.
- Understand and provide back up support for the Finance and Procurement Manager role when they are unavailable, including but not limited to:
 - Finance and Audit Committee report preparation and delivery
 - Monthly finance analysis and updates with department budget owners
 - Budget development processes and preparation

QUALIFICATIONS

The successful application must hold (or be in the process of obtaining):

- A tertiary qualification in Accounting or Commerce
- A professional accounting qualification (either CPA or CA)
- A current Working with Children Check
- A current *National Police Check* (NPC)

COMPETENCIES

- High level of accuracy and attention to detail
- High-level organisational and time management skills
- Strong decision-making, problem solving and analytical skills
- Well-developed written, verbal and interpersonal communication skills
- Ability to adapt to the changing technologies of the College
- Ability to work as part of a team or independently
- Ability to handle multiple tasks
- Ability to demonstrate initiative and work under pressure
- High degree of confidentiality and discretion

SELECTION CRITERIA

- At least three years' experience in the control and reporting of finances, ensuring that the financial resources allocated are used in the most cost effective manner and are within budget allocation.
- Familiarity with the operation of schools (highly desirable)
- Demonstrated knowledge of financial accounting databases, purchasing systems and various computer programs.
- Demonstrated high-level written and verbal communication skills
- Possess excellent interpersonal skills, including the ability to interact effectively with a range of stakeholders, including management, staff and external contacts
- Excellent time management skills, including the ability to discern priorities, plan ahead and coordinate with others to complete tasks
- Demonstrated capacity to apply analytical and problem solving skills to non-routine activities
- Demonstrated capacity to work independently/autonomously with minimal supervision and collaboratively within a team
- Demonstrated flexible approach to work
- Excellent knowledge of Microsoft packages, particularly Excel and Word.
- Advanced PowerBI skills (desirable, but not essential)

PHYSICAL CAPABILITIES

- Sitting (frequent 34-66%)
- Standing (occasional 1-33%)
- Walking (occasional 1-33%)
- Talking (frequent 34-66%)
- Listening (frequent 34-66%)
- Steps/stairs (occasional 1-33%)
- Carrying (occasional 1-33%)

WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management
- Co-operate in relation to activities taken by the College to comply with Work Health and Safety (WHS) legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace

CHILD SAFETY STATEMENT

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's *Child Safe Policy* and *Code of Conduct*, which are available on our website [here](#). Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, criminal record checks, *Working with Children Check* (WWC Check) and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.